

Central Community School Student Handbook 2019-2020

MIDDLE SCHOOL & HIGH SCHOOL

CENTRAL



WARRIORS

CENTRAL COMMUNITY SCHOOL

400 1ST ST NW

ELKADER, IOWA 52043

563-245-1750 MIDDLE SCHOOL/HIGH SCHOOL OFFICE

563-245-1751 BUSINESS OFFICE

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Nick Trenkamp

Superintendent/PK-6 Principal
563-245-1751
563-245-1763 (fax)
ntrenkamp@central.k12.ia.us

CENTRAL**WARRIORS**

400 1st St NW Elkader, IA
52043

Aaron Reinhart

7-12 Principal/Activities Director
563-245-1750
563-245-1763 (fax)
areinhart@central.k12.ia.us

WELCOME TO CENTRAL SCHOOL

Welcome to Central Community School District, the home of the Warriors! We hope that you take time to visit our district website so you can learn more about us, whether you are just passing through our community or have a child attending school here. You will find important dates and upcoming events on our calendar, along with news about what the students are up to. If you need additional information about the district or have questions for us, please feel free to contact us. We are here to serve you.

Central Community School is committed to preparing its students for their postsecondary goals, by ensuring they receive the best education possible. Our staff continues to work hard to maintain and improve the academic excellence within the district.

The 2019-2020 school year is an exciting time for Central. We are continuing our 1:1 initiative for grades 5-12 with iPads, continuing the implementation of a PBIS (positive behavior instructional support) program, and growing as a standards based grading school with intervention and enrichment time built into the schedule for all students. We are also completing a major construction project that includes a new Media Center, Commons area and lunch room, music room, locker room, and the addition of a parking lot.

Central offers numerous concurrent or dual enrollment courses that allow students to earn college credits while still satisfying requirements to graduate from high school.

Central Community School District offers a variety of activities for our student body that include athletics, speech, drama, FFA, music, and more. Almost every student in the district participates in at least one activity, while most are involved in numerous activities.

We hope you will take time to get to know our school district. We have so much going on within our halls- from the outstanding academics to technology initiatives to exciting sports programs to wonderful extracurricular activities- to help our students become productive participants in the 21st century.

It is the policy of the Central Community School District not to discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for 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 this policy please contact the district's Equity Coordinator-Employment, Nick Trenkamp, Superintendent, 400 1st St. NW, Elkader, Iowa 52043, 563-245-1751, ntrenkamp@central.k12.ia.us. Link to www.educateiowa.gov/adult-career-and-community-college/career-and-technical-education/cte-redesign/division-ii-cte

MISSION STATEMENT

Preparing each student to live as a productive, confident, healthy, responsible citizens of the world.

CENTRAL GRADES 7-12 STAFF & ASSIGNMENT

Aaron Reinhart – Principal Grades 7-12

Eliza Philpott - Curriculum Director

Alyssa Cobie-Nuss - School Counselor

Aaron Reinhart – Activities Director

Allison Walch – Secretary Grades 7-12

TEACHER	POSITION	TEACHER	POSITION
Brandon Douglas	Vocal Music	Larissa Wilming	Band
Kelly Erickson	Spanish/English	Tom Wilwert	Mathematics
Joan Frieden	Level 2/3 Special Education	Ryan Zurbriggen	Social Studies
Staci Grau	Special Education		
Ann Gritzner	Science	STAFF	POSITION
Alison Gunderson	English	Meghan Bergan	Nurse
Nancy Healy	Business & Technology	Jarod Bormann	Instructional Coach
Cheryl Kremer	English/Social Studies	Carolyn Campbell	Food Service Director
Colten Ledbeter	Physical Education	Jeff Harbaugh	Transportation Director
Jerry O'Brien	Agriculture/Industrial Arts	Heather Lechtenberg	Family Liaison
Cathy Recker	Art	Jeff Robinson	Head of Maintenance
Jamie Rodenberg	Mathematics/Science	Lisa Bente	Associate
Staci Schmeling	Mathematics	Brandy Feickert	Associate
Mike Smith	Physical Education/Dean	Marianne French	Associate
Crystal Stevenson	English	Paula Johnson	Associate
Brian Ungerer	Science	Shelly Pendleton	Associate
Debbie Walz	Family Consumer Science	Wendy Walz	Associate
Mark Wiley	Social Studies	Angie Bergan	Counselor

THE SCHOOL DAY

A school day begins at 8:15 a.m. and closes at 3:30 p.m. If there is a delay in the opening of school or if the cancellation of school is necessary, the announcement will be made over the following radio & television stations: KADR (AM1400), KCTN (FM100), KGAN (channel 2), KWWL (channel 7), and KCRG (channel 9). An attempt will be made to reach a decision on school delays or cancellations prior to 6:30 a.m. **The School Messaging System will also be used for notifications.**

Parents are urged to make prior arrangements and plan with their children should school start late, get out early, or be cancelled. Children need to know what they are to do when school is not in session. Are they to go home even if no one is there? These are the kinds of questions parents need to discuss with their children.

Students are not to be in the building before 7:45 a.m. or after 3:45 p.m. unless you are involved in a school sponsored activity.

STUDENT ATTENDANCE

ATTENDANCE

The attendance policy of the Central Community Schools adheres to the philosophy that students should attend school regularly, and that attendance is an important factor in the students' education.

It is the parents' responsibility to make sure that their child is in school and the students responsibility to make up missed assignments.

A child who has reached the age of six and has not yet turned 16 by September 15 of the current school year is of compulsory attendance age.

Parents must call the middle/high school office to explain any absence by 8:15 a.m. on the day of the absence. Use phone number 245-1750 starting at 7:30 a.m.

The school, by state law, determines whether an absence is excused or unexcused. All absences, excused or unexcused, are recorded on school records. Jr. High and Senior High attendance will be taken each period. Teachers will keep an accurate record of attendance.

Students who have been absent should report to the office prior to going to class.

STUDENT ABSENCES - EXCUSED

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program, to develop habits of punctuality, self-discipline and responsibility, and to assist in minimizing disruptions to the educational environment.

The Board of Directors requires attendance of all regularly enrolled students for the entire time when schools are in session during the regular school year, which shall be at least 180 days or 1080 hours each school year, as permitted by law and as determined by the District, provided that students may be excused from attendance pursuant to policies and rules of the Board and the administration.

Excused student absences are those approved by the principal of the attendance center. Doctor appointments or absences due to circumstances such as funerals or family emergencies are examples of absences that may be deemed excused.

All work missed due to an excused absence shall be made up with full credit. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

STUDENT ABSENCES - UNEXCUSED

Any absence from school or a class, including tardies, which are not approved by the building principal or its designee shall be unexcused absences. Students are subject to disciplinary action for unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work on time. It shall be the responsibility of the student to initiate a procedure with the students' teacher to complete the work missed.

PROCEDURES FOR UNEXCUSED ABSENCES

Definition. Regular attendance is very important if a student is to receive maximum benefits from the instructional program. There are

times when a student has no control over his/her attendance because of illness or other emergencies. However, a student does have control over unexcused absences. Therefore, a student who has an unexcused absence will be subject to disciplinary action.

Any of the following shall be deemed an unexcused absence:

1. Failure to report to District schools without consent of the building principal or its designee.
2. Leaving the school building or grounds without first obtaining permission from the office.
3. Failure to report to a class or other area without permission from a staff member
4. Leaving any assigned area without the permission of the person in charge.

RESPONDING TO UNEXCUSED ABSENCES

The building principal shall make contact with the student and/or the student's parents. If a student has three unexcused absences from a class, the parents will be contacted to develop a plan for intervention. If a high school student has five unexcused absences from a class in a semester, the student may be dropped from the class with loss of credit for the class. The student may appeal this decision utilizing the student complaint procedure. The student will remain enrolled in the class while the appeal is pending.

After a student has accrued five instances of unexcused absences and the building-level administration has exhausted means available to the school to assure that the student is in regular attendance a registered letter will be forwarded to the County Attorney and to the parent/guardian. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

ATTENDANCE - TARDIES

Students are expected to use the passing period to transition to their next location. This time should be used to obtain required items and prepare yourself for your next required activity. This includes the use of the bathroom. Students who arrive to class and then leave to use the bathroom may be counted tardy.

Tardies will be recorded by the teacher each period of the day. When a student receives their third tardy to class in a quarter, an hour of detention will be assigned. This detention will be served after school, or in the morning before school with an arrangement made by the principal. The principal will make all final decisions regarding the time a detention is served.

ATTENDANCE - LEAVE SCHOOL

Students must obtain permission from the principal's office to leave school. Parental permission is required. Unexcused/excused guidelines will be applied. Leaving for food or refreshment will not be permitted. Central is a closed campus, meaning students may not leave for lunch.

ATTENDANCE - SENIOR RELEASE

Senior release may be granted to students in the twelfth grade provided the student is in good academic standing. Senior release will be granted for a maximum of two periods a day; 1st and 2nd period, or 8th and 9th period. Students may be allowed use of the school building during their release periods. Use of the building may be restricted or prohibited if a student does not meet the expectations of the building.

DRIVERS LICENSE

Students will be expected to get their drivers license or drivers permit during a study hall or over the lunch break. Students using class time to obtain drivers license/permits will receive an unexcused absence and receive no credit for work missed during the class.

STUDENT ACADEMICS

ALTERNATIVE SCHOOL

Central partners with NICC and area school districts to offer an alternative educational setting. Attending this alternative is strictly an administrative decision on a case-by-case basis.

COURSE LOAD

All students must be enrolled in classes each period of the day. These courses may be a combination of courses offered by Central staff or by way of programs Central offers. Exceptions to this would include Senior Release.

BOOKS

The school owns all books; they are rented to the students. Students are expected to supply their own writing materials and incidentals. Abnormal wear, damage, or loss of books will result in an assessment against the student. You will be assessed the following for lost or damaged books:

- a. Pages torn out.....Full Price
- b. Pages torn.....\$5.00
- c. Back destroyed.....Half Price
- d. Obscene words on book..Full Price

MID-TERM PROGRESS REPORTS

Each student in grades 5-12 will receive a mid-term progress report at the end of the nine- week period. These progress reports help in communicating with students and parents as to the progress the student is making. These reports will be sent via email to all parents/guardians. Semester grades will be sent the same way at the end of each semester grading period.

REPORT CARDS

Students' report cards are issued each nine weeks. Grade reports will be sent via email following the conclusion of the grading period.

REGISTRATION

Each spring students are given an opportunity to register for the next year's classes. They are provided with a handbook containing all procedures.

SCHOOL SUPPLIES AND BUSINESS PRACTICES

The school does not stock or supply general school supplies. Students are expected to purchase necessary supplies.

NOTE: Absolutely no items are to be charged to the school by the student without a signed purchase order from the school office.

SPECIAL EDUCATION GUIDELINES AND PROCEDURES FOR SERVICES - POLICY #603.3

Guidelines and procedures for the conduct of special education services within the district will be established in a manual format provided by the Keystone Area Education Agency's Division of Special Education. The manual has been developed and will be maintained by the Keystone AEA Division of Special Education. The manual will be distributed to district administrative personnel

and will have the status of administrative rules within the district upon the approval of the Board of Education.

The guidelines and procedures will provide for compliance with the requirements of Public Law 94-142, state statutes, rules, and district policies. The provisions of the manual will be subject to annual review by the Keystone AEA Division of Special Education and the Central Community School administration. The manual will be subject to such other modifications as may be deemed appropriate to comply with district policies and rules with the approval of the district superintendent.

SPECIAL EDUCATION PROGRAMS

The Central Community school system provides a wide range of programs to assist children with disabilities. Schools enter into cooperatives to provide the best possible service for children.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The staffing team (AEA staff and LEA staff) are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the principal at Central Community High School at 245-1750.

SPEECH THERAPY

AEA provides therapy for Central Community children in grades K-8. Students are screened during Kindergarten. Teachers or parents may refer students for help.

HEARING CLINICIAN

Keystone AEA provides hearing testing and follow-up services.

SPECIAL EDUCATION

The school provides a multicategorical teacher qualified in learning problems at all levels.

Allison Burkle - Multicategorical Resource Program

Joan Frieden - Multicategorical Resource Program

Staci Grau - Multicategorical Resource Program

Self-contained and preschool children with disabilities are served within the Central Community School District. Other classifications of disabilities such as physical, sight, hearing, etc. are provided education on a need basis and in the least restrictive manner. Children with severe and profound disabilities are served by districts where an appropriate program can serve their needs.

TRANSCRIPT REQUESTS

Any student who wishes a copy of their transcript for personal, work or college purposes must sign a Transcript Release Form. This may be obtained in the high school office and there is no charge for this transcript. Students can also request a transcript by using (www.OrderaTranscript.com). School districts can send electronic high school transcripts to the Iowa Community Colleges and Regent Universities at no cost. There will be a \$5.00 charge however, at the students expense, to send transcripts electronically to any other institutions.

Traditional Grading System

A grading system shall be maintained for all students attending Central Community Junior-Senior High School. Each teacher is expected to follow the prescribed percentage and value for each letter grade.

LETTER	PERCENT INTERVAL	ASSIGNED VALUE	COMPUTED INTERVAL
A	95-100	4.000	3.835 to 4.000
A-	93-94	3.667	3.501 to 3.834
B+	91-92	3.333	3.171 to 3.500
B	88-90	3.000	2.835 to 3.170
B-	86-87	2.667	2.501 to 2.834
C+	83-85	2.333	2.171 to 2.500
C	81-82	2.000	1.835 to 2.170
C-	78-80	1.667	1.501 to 1.834
D+	75-77	1.333	1.171 to 1.500
D	73-74	1.000	0.835 to 1.170
D-	70-72	0.667	0.501 to 0.834
F	0-69	0.000	0.000 to 0.500

Standard Based Grading Scale

The grades are not figured on points or averages, but on levels of understanding. To distinguish an overall letter grade, the following criteria was established:

- A Meets all standards @ Level 3 and Meets 70% of the standards at Level 4
- A- Meets all standards @ Level 3 and Meets 50% of the standards at Level 4
- B+ Meets all standards @ Level 3 and Meets 25% of the standards at Level 4
- B Meets all standards @ Level 2 and Meets 70% of the standards at Level 3
- B- Meets all standards @ Level 2 and Meets 50% of the standards at Level 3
- C+ Meets all standards @ Level 2 and Meets 25% of the standards at Level 3
- C Meets all standards at Level 2
- F At least one standard is at or below a Level 1

STUDENT ACTIVITIES

ACTIVITY PROGRAMS

Students are encouraged to participate in any of the following extracurricular activities: Student Council, National Honor Society, Yearbook, Tatler School Paper, Speech, Dramatics, Instrumental and Vocal Music, Athletics, FFA. Athletes must have all proper medical, insurance, and concussion paperwork completed and on file in the District office prior to practicing.. Athletes may rent padlocks for gym lockers.

ASSEMBLY PROGRAMS

Special school assemblies may be presented during the school year. School assemblies may be for the purpose of entertainment, education, and/or school and community pride. Attendance at these assemblies is a privilege. All students will attend assemblies unless the privilege is taken away. While attending assemblies student behavior is expected to be appropriate for the setting.

COMMUNITY NIGHT OBSERVATION

In observation of our students being involved in community and/or family activities on Wednesday evenings, there will be no extra-curricular activities or practices after 6:00 p.m. Exceptions to this would include events scheduled by the Conference or governing bodies such as IAHSAA, IGHSAU, IHSMA, IHSSA.

ELIGIBILITY FOR ACTIVITIES

POLICY # 502.7R1

This policy will pertain to extracurricular activities which include: Athletics, extracurricular speech, dramatic productions, instrumental music contests, vocal music contests, cheerleading, student council activities, class officer activities, serving as a king or queen candidate, other school related activities.

SECTION I

The use of or possession of any alcoholic beverages or any controlled substance on school property is forbidden by law. The possession and/or use of tobacco are forbidden of students at school or at school functions. A student may not be under the influence of alcohol or a controlled substance while on school grounds or attending any activity of the school.

Policy #5149 Eligibility for Activities will be strictly enforced. Students who are at any school activity or on school grounds or facility and are under the influence of alcohol or a controlled substance, in possession of liquor or any controlled substance (other than prescribed drugs), or using any tobacco, will be suspended. A student guilty of the above will be suspended from all activities of the school that perform before the public for forty-five (45) school days for the first offense. The second and subsequent offenses will result in a suspension for one calendar year.

The junior and senior high school years will be treated separately, and there will be no carryover penalties. Senior high years shall begin at the end of the fourth quarter of the eighth grade year.

SECTION II

Good Conduct: The following guidelines pertaining to good conduct are to be explained to each student participating in junior high and high school extra and co-curricular activities before each activity begins by the coach or sponsor. These guidelines will be enforced during the calendar year for breach of good conduct off the school grounds.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use or purchase of tobacco products, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs;
- 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);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others.

Any student under the influence of alcohol or a controlled substance, in possession of liquor or any controlled substance (other than prescribed drugs), or for using tobacco will be suspended. A student guilty of the above will be suspended for a minimum of 1/2 (to the nearest one) of the various sports contests for the first offense. *Second offense and any subsequent offenses will result in suspension for one calendar year.

SECTION III: Extracurricular Scholarship Rule 36.15 (2)

Academic eligibility for extra-curricular activities in grades 7-12 will be determined by the grades earned at the end of each semester grading period. If a student is not passing "ALL" classes at the end of the school semester, the student is ineligible for thirty (30) consecutive calendar days beginning on the first competition date for high school activities and the first competition for junior high in the extra-curricular event in which the student is a contestant. The number of days ineligible will carry over each semester and the thirty consecutive calendar days will be added together for each semester of not passing "ALL" classes.

If ineligibility occurs while the activity is in progress, the ineligibility will begin with the next practice or competition date.

An ineligible student will be required by the coach/staff members to practice daily to serve ineligibility days, but may not participate in contests or leave school early to accompany extra curricular groups that leave during the academic school day.

A student's parent(s) or guardian(s) may contest the declared ineligibility of a student by filing an objection either verbally or written with the 7-12 principal. The 7-12 principal will investigate the objection and render a decision.

SECTION IV

Students must be in attendance for the whole day in order to participate in extracurricular activities. Students late to school or with an unexcused absence after the start of the school day are ineligible to participate in extracurricular activities that day.

Students who miss any part of the school day due to illness or work will be ineligible to participate in extracurricular activities the day of the absence.

Students with an excused absence during the day are eligible to participate in extracurricular activities.

The Principal will make the final determination in all attendance decisions.

Any student that violates this section of the policy shall be ineligible to participate in any contest or event for five (5) school days after the violation.

SECTION V

Criminal behavior or criminal acts are included in this policy. Criminal acts are defined under Policy #5114 Student Discipline.

A student who has committed a criminal act within the school setting will be declared ineligible from all activities listed in the policy for a period of one academic quarter.

SECTION VI

Eligibility by Open Enrollment--restrictions on participation in interscholastic athletic and competitions: A pupil who transfers

school districts under open enrollment in any grades 10 through 12 shall not be eligible to participate in interscholastic contests and competitions during the first ninety (90) school days of transfer. This restriction shall apply to transfer resulting from an approved petition filed by a parent or guardian to transfer to an alternative receiving district. This ninety (90) school day restriction does not prohibit the pupil from practicing with an athletic team during the ninety (90) school days of ineligibility.

SECTION VII

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Central High School, will not be eligible for interscholastic competition at Central High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Central High School as far as any Good Conduct Rule is concerned.

ELIGIBILITY - USE OR POSSESSION OF ALCOHOL AND CONTROLLED SUBSTANCES

It is unlawful for any person to possess or consume alcoholic liquor or beer on any public school property or while attending any public or private school related function. It is unlawful for any person to possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his professional practice.

Sanctions for students found guilty of possession or use of alcohol or illegal controlled substances:

1st offense — 3 day out-of-school suspension; Notify parents; Notify law enforcement officials when appropriate.

If a student is in an activity:

The above, plus suspended from all activities of the school that perform before the public, for 1 academic quarter (45 school days) plus suspension from all school sponsored activities such as games, dances, field trips with the school organizations or classes for a period of 1 academic quarter (45 school days).

2nd offense — 10 day out-of-school-suspension.

3rd offense — Recommendation for long term suspension.

If a student is in an activity:

The above, plus suspended from all activities of the school that perform before the public, for 1 year (180 school days) PLUS suspension from all school sponsored activities such as games, dances, field trips with school organizations or classes for a period of 1 year (180 school days).

ELIGIBILITY - USE OR POSSESSION OF TOBACCO

The possession and/or use of tobacco is forbidden for students at school or at school functions. Students who are found guilty will be subject to these sanctions:

1st offense — 3 day out-of-school suspension.

2nd offense — 10 day out-of-school suspension.

3rd offense — Recommendation for long term suspension.

Persons out for activities, and found guilty, will be suspended from all activities of the school that perform before the public for one academic quarter (45 school days) for the first offense, the second offense will result in a suspension for one year (180 school days).

In addition, a student found guilty of the use or possession of tobacco while on the school grounds or at a school sponsored trip or activity will not be allowed to attend any school sponsored activities such as games, dances, field trips, with school organizations or classes for a period of one academic quarter (45 school days) for the first offense and for one academic year (180 school days) for the second offense.

A person who violates section 98.2 of the Iowa Code is guilty of a simple misdemeanor. The fine is \$100.00.

A person shall not sell, give or supply tobacco to any person under eighteen years of age and a person under eighteen years of age shall not smoke, use, purchase, or attempt to purchase any tobacco, tobacco products, or cigarettes.

INSURANCE

Students participating in intramural or extracurricular athletics must have health and accident insurance. Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district.

NATIONAL HONOR SOCIETY NOTIFICATION

Students in grades 10-12 who have an accumulative grade point average of 3.5 or higher out of a 4.0 scale are eligible for selection into the National Honor Society. Students who are eligible will be asked to fill out an application and write an essay on one of the four qualities sanctioned by the NHS: scholarship, service, leadership and character. A faculty committee will evaluate the students in the four areas and select those students that meet the requirements for membership into the organization.

MULTIPLE ACTIVITIES IN ONE SEASON

Students are welcome to participate in multiple activities in one season. Doing so will require a lot of organization, communication, and hard work from the student.

Students in grades 7-8 will follow the following guidelines when doing so.

- The student will pick a “priority” activity prior to either season beginning. This cannot be changed after the start of the season.
- If competitions in both activities fall on the same date(s) these conflicts will be split evenly. If activity A and activity B have two conflicting dates the student will compete in activity A once, and activity B once. If they conflict an add number of times the priority activity will get the remaining date.
- Practice and competition schedules will be worked out amongst coaches at the beginning of the season.
- All practice and competition agreements will be approved by Mr. Reinhart.

Students in grades 9-12 will follow the following guidelines when doing so.

- The student will pick a “priority” activity prior to either season beginning. This cannot be changed after the start of the season.
- If competitions in both activities fall on the same date(s) these conflicts will be prioritized based on the priority activity and significance of the activity. If both competitions are regular season events the priority activity will take precedence.
- If one of the competitions is a conference or postseason event then significance of the event will take precedence.
- Practice and competition schedules will be worked out amongst coaches at the beginning of the season.
- All practice and competition agreements will be approved by Mr. Reinhart.

QUITTING AN ACTIVITY

Any student who quits an athletic squad without the permission of the coach involved will be ineligible to participate in any other athletic activity until the current season has ended.

STUDENT COUNCIL

This organization will provide leadership for the student body. Members will work with administration to promote better citizenship, promote school spirit, and lead activities that are assigned by the principal. The members of the student council shall have direct access to the school administration so that students may have a share in the management of the school. Members of the student council will be elected by the students through a process determined by the principal. Members of the student council will be expected to model Central’s Core Values and follow all policies and expectations. Failing to maintain an exemplar status will result in consequences determined by the principal that may include dismissal from the student council.

STUDENT EXPECTATIONS

BOARD DISCIPLINARY STATEMENT

"The Central Community School Board affirms its intent to support the school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies."

BUS CAMERA

The school buses are equipped with video surveillance, which is used to help monitor student behavior. A bus driver's primary responsibility is watching the road, not the students.

BUS PASSES

Bus passes are issued from the 5-12 office for students who bring a note or have the parent(s) call the office to confirm that their child is to do something different when dismissed from school at the end of the day.

The office should be notified if any of the following apply:

1. The student usually walks, but is going to someone else's house by bus.
2. The student usually rides a bus, but is going to someone else's house via a different bus.
3. The student is to ride the same bus, but is going to someone else's house along the same bus route.
4. The student is going home as usual, but is having a friend or friends go home with him/her.

BUS TRANSPORTATION

Transportation is provided for all students living two miles or more from their attendance center. Every effort is made to eliminate dangerous conditions, turnarounds, etc., as statistics show these are the most common causes of accidents. Students are required to be on time for their pick up. Improper behavior could be the cause for exclusion from bus riding. The school board has passed a policy on bus behavior. This policy may be obtained upon request at the administrative office, or on our website.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

CELL PHONE/TELEPHONE

Students and teachers will be called from classes to answer the phone in emergency cases only. Students and teachers will be called between class periods to receive messages. Students may use the office phone with permission from office staff.

Students may possess their cell phone during the school day. Use of cell phones will be permitted during non-educational times such as passing time and lunch. Cell phone use during class, or any other educational experience (i.e. field trips, etc.), is allowed for strictly educational purposes only. Classroom teachers and/or the student's supervisor have the final say in cell phone use. Students who follow these expectations will enjoy the benefits a cell phone can provide. Students who do not follow these expectations (i.e. use cell phones for non-academic purposes, during prohibited times as determined by the teacher and/or supervisor, or disrupt the educational environment with their cell phone) will face disciplinary action. This may include, but not limited to, loss of cell phone privileges.

This means students can lose the privilege of carrying their cell phone in the school building. Students who lose their privilege may be required to check their phone in at the office at the beginning of each day. This is consistent with expectations regarding the use of any other device/object a student may possess while at school. The building principal will make the final decision regarding consequences for inappropriate cell phone use.

CHEATING

Students are expected to do their own work. Cheating will not be tolerated. Cheating of any sort; looking at others work, copying others work or plagiarism will result in the student receiving a zero for that particular work. Teachers may issue additional penalties, such as a detention. Repeated incidents will be reported to the principal.

CLASSROOM BEHAVIORAL PARAMETERS

Classroom expectations will be set by each individual classroom teacher. Students requested to leave class for disciplinary reasons will be sent directly to the Principal's office. The teacher will notify the office of the time the student was asked to leave. The teacher will submit a behavior referral through JMC.

COMPLAINT RESOLUTION

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent.

DANGEROUS WEAPONS (#502.6)

The board believes weapons and other dangerous objects and look-a likes in school district facilities cause material and substantial disruption to the school environment, or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a likes. Weapons and other dangerous objects and look-a likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district, or from students who are within the control of the school district.

Parents of those students found to possess a weapon or dangerous objects or look-a likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects and look-a likes for educational purposes. Such a display shall also be exempt from this policy.

DETENTION

Detention may be assigned by the building principal. A detention may be assigned as a consequence for behavior related incidents.

Time, location, and permitted activities during detention time will be determined by the building principal. Parents/Guardians are responsible for student transportation.

DUE PROCESS

When a student is suspended, he shall be advised of his rights to due process. The following procedures are recommended:

1. Prior to suspension, a meeting shall be held with the student at which time oral or written notice is given as to what he or she is accused of doing.
2. The student is to be told the basis for the accusation and given an explanation of the evidence.
3. An opportunity should be given during the meeting for the student to present his or her side of the story if the student denies the charge.
4. The meeting may be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
5. The student may be removed from school immediately when his or her presence constitutes a danger to persons or property or threat of disrupting the academic process. In such case, the necessary notice and meeting (No.1, 2, and 3) should follow as soon as practicable.
6. Immediately following the suspension of a student, his or her parents should be notified in writing that the suspension has occurred and the reasons therefore.

EMERGENCY DRILLS

***Fire Drill**—Evacuate the building as quickly and quietly as possible. Each room has directions. Make sure you know where to go when the alarm is sounded. Any student found guilty of setting off a fire alarm will be immediately suspended with the recommendation for long term suspension.

***Bomb Drill**—Same procedure as above.

***Tornado Drill**—Students take a textbook to use as a hard hat and go to designated areas.

FIGHTING ON SCHOOL GROUNDS

Students who instigate a fight will be sent home for up to three (3) days. If no fault can be determined all involved may be sent home for up to three (3) days. In some cases, students may be assigned up to three (3) days of in school suspension. Law enforcement officials may be called. Long term suspension will not be ruled out.

FOOD/DRINK

Consuming food, drinks, gum, etc. is determined by the classroom teacher or supervisor. The building principal will determine guidelines on all other spaces.

FUND-RAISING

All fundraising events are required to be pre-approved by the building Principal, Superintendent, and Central School Board.

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fund-raising by students for events other than school-sponsored is not allowed. Funds raised remain in the control of the school district and the school board.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the

activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

HALLWAYS

Students will be required to have a pass for being in the hall during class time, after school starts.

ILLNESS AT SCHOOL

Students who become ill during the school day may report to the nurse's office or principal's office. If a student needs to leave school during the school day because of illness the parent/guardian will be contacted and arrangements will be made. Students must see the nurse prior to leaving school when they are sick. Students who contact home ahead of seeing the nurse may not be counted as an excused absence upon leaving.

Parents are reminded to keep your child at home for twenty four hours following either:

1. Your child having a fever of 100 degrees or greater
2. Your child's last episode of vomiting or diarrhea
3. Presence of an unexpected rash
4. Severe sore throat.

Parents may 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 visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

iPADS

Students must sign the iPad agreement prior to receiving an iPad. Students will be expected to follow the requirements of this agreement.

LUNCH & BREAKFAST

All students in grades K-12 will have lunch available to them. Students must present their lunch ID card to pay for their lunch. Central is a closed campus, meaning students may not leave school to eat elsewhere. Students who violate the provisions of the closed noon hour will be subject to disciplinary measures.

Breakfast should be consumed in the cafeteria. Exceptions may be made in the case of unique circumstances.

LUNCH PROGRAM

A well balanced breakfast and lunch is served each school day. Lunch payments are to be made at the Central Business Office. All food consumed in the school at lunch period will be eaten in the school cafeteria unless prior approval is granted by the building principal. All food and drink consumed in the cafeteria during lunch must meet the federal and state guidelines.

PUBLIC DISPLAYS OF AFFECTION

The Central Community School District recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate intimate behaviors during school and at school related events. Inappropriate behaviors will result in disciplinary consequences.

STUDENT APPEARANCE

The board believes 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.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothing in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors, and clothing displaying obscene material, profanity, bad taste, or reference to prohibited conduct are disallowed. While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be allowed. When, in the judgment of a 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.

Student dress must be appropriate for the setting at all school events. Some activities, such as physical education, science, family and consumer education, industrial technology, agriculture, and/or others, may require specific clothing to be worn. Shoes must be worn. Hats, bandanas, sunglasses, or other items that cover the head or disguise the appearance of a student may not be worn during the school day except on designated days.

THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

USB/EXTERNAL STORAGE DEVICES

For safety reasons, students are prohibited from using or possessing USB/external storage devices. Electronic files may be stored on the Google account provided by Central.

GENERAL STUDENT INFORMATION

ABUSE POLICY

(Excerpts from Policy #402.3)

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the high school guidance counselor or the school nurse, who are the school district's Level I investigators. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report shall be written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report.

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.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

BELL SCHEDULES

Bell Schedule 2019-2020 School Year
3:30 dismissal time

First Period	8:15-8:57	
Second Period	9:01-9:43	
Third Period	9:47-10:29	
Fourth Period	10:33-11:15	
Fifth Period High School		11:19-12:01
High School Lunch		12:05-12:26
Fifth Period Jr. High		11:19-11:38
Jr. High Lunch		11:42-12:03
Fifth Period Jr. High		12:07-12:26

Sixth Period	12:30-1:12
Seventh Period	1:16-1:58
Eighth Period	2:02-2:44
Ninth Period	2:48-3:30

Bell Schedule 2019-2020 School Year
2:00 dismissal time

First Period	8:15-8:48
Second Period	8:52-9:25
Third Period	9:29-10:02
Fourth Period	10:06-10:39
Fifth Period	10:43-11:07
Sixth Period	11:11-11:44
Jr. High Lunch	11:48-12:09
Seventh Period High School	11:48-12:21
High School Lunch	12:25-12:46
Seventh Period Jr. High	12:13-12:46
Eighth Period	12:50-1:23
Ninth Period	1:27-2:00

Bell Schedule 2019-2020 School Year
10:15 start time

First Period	10:15-10:44
Second Period	10:48-11:17
Third Period	11:21-11:50
Jr. High Lunch	11:54-12:15
Fourth Period Jr. High	12:19-12:48
Fourth Period High School	11:54-12:23
High School Lunch	12:27-12:48
Fifth Period	12:52-1:18
Sixth Period	1:22-1:51
Seventh Period	1:55-2:24
Eighth Period	2:28-2:57
Ninth Period	3:01-3:30

CORPORAL PUNISHMENT, RESTRAINT, PHYSICAL CONFINEMENT & DETENTION

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 any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is

available on the Iowa Department of Education's website: www.iowa.gov/educate.

EQUITY COORD. FOR EMPLOYMENT AND AFFIRMATIVE ACTION

245-1751 or 245-1472 Mr. Nicholas Trenkamp

EQUITY COORD. FOR PROGRAMS

245-1750 or 245-1472 Mrs. Alyssa Cobie-Nuss

FEE WAIVER

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their band instrument rental, book rental and driver's education fee waived or partially waived. This waiver does not carry over from year to year and must be completed annually. The application forms are available in the Central Business Office.

GUIDANCE SERVICE

The Central High School Guidance Department provides services to students through various programs. These include:

- 1. COUNSELING**—A major function of the guidance and counseling program is to assist students in solving those problems which are a part of the growing up process. The kinds of choices, decisions, and adjustments which guidance is primarily concerned are those which can be expected to be faced by all students as they move toward maturity. Counseling is the opportunity for a student to discuss these concerns in a one-to-one relationship in a confidential setting.
- 2. STUDENT APPRAISAL**—Student appraisal procedures are designed to provide essential information concerning individual students in the areas of achievement, aptitudes, and interest. Students can make better personal decisions if they have proper information available.
- 3. INFORMATION**—A continuous effort is made to provide students with data that will assist them in keeping up with the complex and rapid changes in society. This includes vocational schools, etc. All students will be involved in programs which will focus on self-development and career education activities.
- 4. PLACEMENT**—Placement is the satisfactory adjustment of an individual to the next situation whether in school or on the job. Included in this area is the assistance given to students in selecting school subjects, in finding part-time and summer employment, in obtaining permanent employment and in selecting schools for additional education and training.
- 5. EVALUATION**—Follow-up studies are conducted on graduates every fifth year. The purpose of the follow-up is to help the school determine the effectiveness of the present school program.

HARASSMENT POLICY

Policy #104

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school

related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment or bullying based upon factors other than sex includes, but is not limited to:

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

Employees and students who believe they have suffered harassment shall report such matters to the high school guidance counselor, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the school nurse, who shall be the alternate investigator for harassment complaints.

HUMAN GROWTH AND DEVELOPMENT

Students are not required to take instruction in Human Growth and Development (Sex Education) if a parent or guardian files a written request with the building principal asking that the pupil be excused from taking such instruction.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator (when applicable), shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

LEVEL I & II INVESTIGATORS FOR CENTRAL COMMUNITY SCHOOLS

Persons with questions or concerns related to possible violations of the law as it relates to child abuse or harassment should contact the child abuse Level I investigator. Contact **Meghan Bergan at 245-1472 or Alyssa Cobie-Nuss at 245-1750/245-1472. Level II Investigator is Mitch Seitz.**

MEDICATION ADMINISTRATION

Parents must follow these guidelines when students require medication at school:

A. Over the Counter Medications - one time dose:

1. Medication must be in the original container
2. A dated & signed note with the following instructions must accompany the medication:
 - WHAT the reason is for giving the medication
 - WHEN to give it
 - HOW to give the medication, i.e. orally, topically, inhaler, etc.
 - HOW MUCH medicine to give.

B. Prescription and/or Over the Counter Medications -

more than one dose: The same information applies as above. In addition, you will be asked to complete a yellow form, "Requests Authorization for Administration of Medication by School Personnel."

Only medication prescribed by a physician will be given during school hours. Exception: In special circumstances and after consultation between parent/guardian and school personnel, certain nonprescription drugs may be given for short-term therapy. However, the registered nurse may determine that an over-the-counter medication ordered by the parent could be detrimental to the child. In this case, the registered nurse may refuse to administer the medication and state the reasons in writing to the parent. Parent

contact should be made, if possible, by phone regarding refusal.

All prescription medications must be kept in the original pharmacist's container with the original label attached and must include:

1. Name of pupil
2. Name of medication
3. Strength and dosage prescribed
4. Name of physician
5. Name and address of pharmacy
6. Date of prescription

All medication will be kept in a limited designated space and maintained under the authority of the registered nurse or building principal who should have knowledge of:

1. Reason for administering medication
2. Usual dosage
3. Mode of administration
4. Possible side effects

A written record of the administration of each medication will be maintained. This record will include:

1. Student's full name
2. Name and strength of medication
3. Date given and name of person administering
4. Dosage and time of administration
5. Observations

MULTI-CULT. GENDER FAIR COORD.

Persons with questions or concerns related to possible violations of district rules governing multi-cultural or non-sexist policies should contact the school as indicated below. Central Community School-Alyssa Cobie-Nuss at 400 First Street NW, Elkader, IA 52043 563-245-1750 Office Hours: 8 a.m. - 4 p.m.

NON-DISCRIMINATION POLICY #4001

It is the policy of the Central Community School not to discriminate on the basis of race, religion, color, sex, age, disability, or national origin, creed, marital status, sexual orientation, gender identity, (GLTB), in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, religion, color, sex, age, disability, or national origin, creed, marital status, sexual orientation, gender identity, (GLTB).

The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. (from Policy #102E.1)

It is the policy of the Central Community School District not to discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for 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 this policy please contact the district's Equity Coordinator, Alyssa Cobie-Nuss, School Counselor, 400 1st St. NW, Elkader, Iowa 52043, 563-245-1751, Acobie-nuss@central.k12.ia.us

OBJECTION TO INSTRUCTIONAL MATERIALS

All instructional materials selected for use in Central Community Schools have been subjected to a rigorous process. The process is on file and may be reviewed upon request.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2020 is the last date for regular open enrollment requests for the 2020-2021 school year. The third Thursday in September is the last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2019-2020 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact the business office at Central Community School.

SCHOOL YEARBOOK

The school yearbook is published yearly and is prepared by the yearbook staff. The book presents a pictorial review of the year's activities plus a photograph of each student.

SEARCH AND SEIZURE (Excerpt from Policy #502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, and without announcing, search students, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. When a search is deemed necessary, school officials may use a drug dog or any other resources available. 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.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription 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 students 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 local law enforcement officials. The board believes that illegal, unauthorized or contraband material may cause material and substantial disruption to the school environment or present 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. A copy of policy #5116 may be obtained from each office.

STAFF COMMUNICATION

It is the responsibility of the staff at Central to communicate with parents/guardians on the academic status of students and the instructor's grade book will be expected to be updated weekly, starting with the first week of school, so that students and parents/guardians are aware of academic standing on a regular basis.

STUDENT DISCIPLINE 503

Each student should be aware that board policies #503.1 & 503.2 address student discipline. Copies are available in the offices. Any student who desires a copy may ask for them. You are responsible for knowing policy content.

STUDENT INFORMATION

Central is required to provide military recruiters with student names, addresses and phone numbers. However, it is the parent's right to request that this information not be released to military recruiters. Parents must notify the high school principal's office if they do not want this information released to the military recruiters.

STUDENT LOCKERS

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. School administrators and/or designated representatives possess the authority to conduct random, unannounced and reasonable search of student lockers periodically.

STUDENT RECORDS & ACCESS (Excerpt From Policy #506)

The Central Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each student. The name and position of the person responsible for maintenance of student records for each grade is as follows:

Elementary PK-6 Nick Trenkamp, Elementary Principal

Junior High 7-8 Aaron Reinhart, Jr.- Sr. High Principal

Sr. High 9-12 Aaron Reinhart, Jr.- Sr. High Principal

The following persons, agencies and organizations may have restricted access to student records without prior consent from the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest
2. Officials of other schools in which the student proposes to enroll
3. Representatives of state and local government when auditing and evaluating Federal education programs
4. Officials connected with a student's educational financial aid applications
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974
6. Organizations which process and evaluate standardized tests
7. Accrediting organizations for accreditation purposes
8. Parents of dependent children, regardless of the child's age
9. Appropriate parties in a health or safety emergency

Student records are periodically reviewed and inappropriate material is removed whenever a student moves from the elementary level to the middle school level, to the high school level, and when a student transfers out of the district. Those records not of

permanent importance are destroyed within three years of graduation or discontinued attendance.

Student cumulative records or transcripts will not be released by the school without the written consent of the parent or adult student. Permanent record cards are maintained indefinitely for any future reference.

The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide education services, and before the information is destroyed.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or as an invasion of privacy, and to have the records explained. Within seven days, complaint of any material in the file should be made to the superintendent of schools on a form furnished by the school.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records.

The principal or person in charge of each attendance center may release the following types of information to the public where appropriate, keeping in mind the privacy of the student and the student's family, and the totality of the surrounding circumstances: name, address, telephone listing, 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 school or institution attended by the student and other similar information.

To prevent the public release of such information a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Students and parents may file complaints with the Department of Education concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to The Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue S.W., Washington, D.C. 20201.

STUDENT REQUIREMENTS

A. RESIDENCE- Students must be a legal resident of the Central Community School District according to Iowa Code. A student not classified as a legal resident will be required to pay tuition as prescribed by law.

B. COURSE LOAD- In order to be considered a student, all high school students are REQUIRED to carry a course load that consist of at least six academic classes (graded classroom) per semester, plus physical education.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

VIDEOTAPING/NEWSPAPER RELEASE

During some instructional activities throughout the school year a videotape may be made of an activity. Such activities could include a speech or demonstration, a class play, or a presentation shared through the internet using a video conferencing tool. These videos may be viewed by other students or parents in our district or in other districts. Live transmissions to other schools are possible. Also from time to time students are quoted and/or pictured in the school's monthly newsletter, the Clayton County Register or the

school's web page.

If, for some reason, you do not approve of the use of your child's name, likeness, or performance in the above educational situations, please inform us immediately at any of the school offices.

VISITORS TO SCHOOL

Visitors must report to the school business office upon arrival as a means of stating their business or purpose.

All visitors need a visitor pass from the business office and must sign a log sheet.

Parents are always welcome as visitors, however, when possible they are encouraged to give the principal or teacher advance notice, especially if the reason for their visit is to observe classes.

If a student desires to have a personal guest visit Central High, permission must be granted by the principal.

Annual Notification of Non-Discrimination:

The Central Community School District offers career and technical programs in the following service areas:

Business Education

Family Consumer Science

Industrial Tech

Agriculture

It is the policy of the Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for 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 this policy please contact the district's **Equity Coordinator-Program, Alyssa Cobie-Nuss, School Counselor, 400 1st St. NW, Elkader, Iowa, 563-245-1751, acobie-nuss@central.k12.ia.us**

The notice may include: Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Continual Notification of Non-Discrimination:

It is the policy of the Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for 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 this policy please contact the district's **Equity Coordinator-Employment, Nick Trenkamp, Superintendent, 400 1st St. NW, Elkader, IA 563-245-1751, ntrenkamp@central.k12.ia.us,**

[Link to Division II CTE Redesign: includes graphic with new Service areas](#)

www.educateiowa.gov/adult-career-and-community-college/career-and-technical-education/cte-redesign/division-ii-cte