

# **Clarke High School/Middle School Student Handbook 2022-2023**



## **Clarke High School**

800 N. Jackson  
Osceola, Iowa 50213  
Telephone: (641) 342-6505  
Fax: (641) 342-2213

## **Clarke Middle School**

800 N. Jackson  
Osceola, Iowa 50213  
Telephone: (641) 342-4221  
Fax: (641) 342-1528

### **Mission**

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

### **Vision**

Clarke Community School District is a progressive district striving for educational excellence through involvement of students, families, school staff, and the community.

## Some important items you can access on the Clarke Community Schools website:

- Address of District Offices
- District Calendar
- Breakfast/Lunch Menu
- Infinite Campus Parent Access: [www.clarke.k12.ia.us](http://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  
Assistant Principal  
Athletic Director  
Office Managers:

Katie Enos: [katie.enos@clarkecsd.org](mailto:katie.enos@clarkecsd.org)  
Ruby Clyde: [ruby.clyde@clarkecsd.org](mailto:ruby.clyde@clarkecsd.org)  
Randy Bolton: [randy.bolton@clarkecsd.org](mailto:randy.bolton@clarkecsd.org)  
Tammy Barnard: [tammy.barnard@clarkecsd.org](mailto:tammy.barnard@clarkecsd.org)  
Ronda Pierceall: [ronda.pierceall@clarkecsd.org](mailto:ronda.pierceall@clarkecsd.org)  
Shelly Morgan: [shelly.morgan@clarkecsd.org](mailto:shelly.morgan@clarkecsd.org)  
Kathy Simmerman: [kathy.simmerman@clarkecsd.org](mailto:kathy.simmerman@clarkecsd.org)  
Cheri McCann: [cheri.mccann@clarkecsd.org](mailto:cheri.mccann@clarkecsd.org)  
Marcus Kious: [marcus.kious@clarkecsd.org](mailto:marcus.kious@clarkecsd.org)  
Dave Henderson: [dave.henderson@clarkecsd.org](mailto:dave.henderson@clarkecsd.org)

Counselor:  
Food Services:  
Nurse:  
Juvenile Court Liaison:  
Learning Center:

### Middle School Contacts

Principal  
Assistant Principal  
Athletic Director  
Office Manager:  
Counselor:  
Food Services:  
Nurse:  
Juvenile Court Liaison:

Alisha Evans: [alisha.evans@clarkecsd.org](mailto:alisha.evans@clarkecsd.org)  
Ruby Clyde: [ruby.clyde@clarkecsd.org](mailto:ruby.clyde@clarkecsd.org)  
Randy Bolton: [randy.bolton@clarkecsd.org](mailto:randy.bolton@clarkecsd.org)  
Martha Contreras: [martha.conteras@clarkecsd.org](mailto:martha.conteras@clarkecsd.org)  
DeeAnn Clark: [deeann.clarkcsd.org](mailto:deeann.clarkcsd.org)  
Kathy Simmerman: [kathy.simmerman@clarkecsd.org](mailto:kathy.simmerman@clarkecsd.org)  
Cheri McCann: [cheri.mccann@clarkecsd.org](mailto:cheri.mccann@clarkecsd.org)  
Marcus Kious: [marcus.kious@clarkecsd.org](mailto:marcus.kious@clarkecsd.org)

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## 2022-2023 Clarke Community School District Calendar

Registration 2022 August TBD						
August 2022					Student	
M	T	W	Th	F	Days/Hours	
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	4	27
29	30	31			7	47.25
September 2022						
			1	2	9	60.75
5	6	7	8	9	13	87.75
12	13	14	15	16	18	121.5
19	20	21	22	23	22	148.5
26	27	28	29	30	27	182.25
October 2022						
3	4	5	6	7	32	216
10	11	12	13	14	37	249.75
17	18	19	20	21	42	283.5
24	25	26	27	28	46	308.5
31						
November 2022						
	1	2	3	4	50	335.5
7	8	9	10	11	55	369.25
14	15	16	17	18	60	403
21	22	23	24	25	62	416.5
28	29	30			65	436.75
December 2022						
			1	2	67	450.25
5	6	7	8	9	72	484
12	13	14	15	16	77	517.75
19	20	21	22	23	79	531.25
26	27	28	29	30		
January 2023						
2	3	4	5	6	82	551.5
9	10	11	12	13	87	585.25
16	17	18	19	20	91	612.25
23	24	25	26	27	96	646
30	31				98	659.5
February 2023						
		1	2	3	101	679.75
6	7	8	9	10	106	713.5
13	14	15	16	17	110	740.5
20	21	22	23	24	115	774.25
27	28				117	787.75
March 2023						
		1	2	3	120	808
6	7	8	9	10	124	835
13	14	15	16	17		
20	21	22	23	24	129	866.75
27	28	29	30	31	134	900.5
April 2023						
3	4	5	6	7	138	927.5
10	11	12	13	14	143	961.25
17	18	19	20	21	147	988.25
24	25	26	27	28	152	1022
May 2023						
1	2	3	4	5	157	1055.8
8	9	10	11	12	162	1089.5
15	16	17	18	19	167	1123.5
22	23	24	25	26	170	1141.5
29	30	31				
June 2023						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

Aug. 12 & 15 - New Teacher day  
Aug. 16-22 - Teacher In-Service  
Aug. 23 - 1st day of school

Sept. 5 - No School - Labor Day  
Sept. 23 - No School - Teacher In-Service

Oct. 25 & 27 - P/T Conferences  
Oct. 25 & 27 - 1 hour early dismissal  
Oct. 28 & 31 - No School

Nov. 23 - 25 - No School - Thanksgiving Break

Dec. 21 - No School - Teacher In-Service  
Dec. 22 - Jan. 3 - No School - Winter Break

Jan. 4 - School resumes  
Jan. 27 - No School - Teacher In-Service

Feb. 17 No School - Teacher In-Service

Mar. 7 & 9 - P/T Conferences  
Mar. 7 & 9 - 1 hour early dismissal  
Mar. 10 - No School - Teacher In-Service  
Mar. 13 - 17 - No School - Spring Break

April 7 - No School  
April 21 - No School - Teacher In-Service

May 19 - Seniors last day  
May 21 - Graduation - 2 PM  
May 24 - Last day - 2 hour early dismissal  
May 25 & 26 - Teacher In-Service

Calendar Legend

Quarter End  
Teacher In-Service (No School)  
PT Conferences  
No School Vacation Days  
Holidays

Holidays

Labor Day - September 5  
Thanksgiving Day - November 24  
Christmas Day - December 26  
New Year's Day - January 2  
Employer Selected - March 17  
Memorial Day - May 29

Quarters

Oct. 21 - End 1st Quarter 42 days  
Jan. 12 - End 2nd Quarter 44 days  
Mar. 10 - End 3rd Quarter 38 days  
May 24 - End 4th Quarter 46 days

Board approved - 2/14/22

### Calendar Legend

Quarter End  
 Teacher In-Service (No School)  
 PT Conferences  
 No School Vacation Days  
 Holidays

### Holidays

Labor Day - September 5  
 Thanksgiving Day - November 24  
 Christmas Day - December 26  
 New Year's Day - January 2  
 Employer Selected - March 17  
 Memorial Day - May 29

### Quarters

Oct. 21 - End 1st Quarter 42 days  
 Jan. 12 - End 2nd Quarter 44 days  
 Mar. 10 - End 3rd Quarter 38 days  
 May 24 - End 4th Quarter 46 days

Board approved - 2/14/22

# **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 stakeholders 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.
- ...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.

## **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**

Wendy Short	Board President
Mackenzie O'Hair	Board Vice President
Ben Hicks	Board Member
Brad Lampe	Board Member
Robin Galvez	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
Katie Enos	Secondary Principal
Ruby Clyde	Assistant Principal
Randy Bolton	Athletic Director
Shelly Morgan	Guidance Counselor
Marcus Kious	Court Liaison
Bobbi Cook	Print Shop
Christopher Claybaker	Level 1 Computer Technician
Tammy Barnard	Office Manager
Ronda Pierceall	Office Manager
Sue Brimm	Secretary/Athletics
Kristi Dierking	Social Services/Counseling
Jennifer Drake	Director of Special Programs
Robert Best	Instructional Coach
Joni Readout	Instructional Coach
DeAnndra Blackford	Mathematics
Mathew Bell	Mathematics
Brandi Boyd	Vocational Agriculture
Jessica Bucklin	Social Studies
Maria Cummings	Foreign Language/Spanish
Katie Nelson	Science
OPEN	Science
Wbe Sklow Pavas	Science
Jerri Eakes	Special Education
Kyle Eckermann	Business Education/COE
Robin Enterline	Special Education
Amanda Etter	ESL
Michael Fischels	Physical Education
Dave Henderson	Clarke Learning Center



Becky Jones-Webb  
 Karina Kelso  
 Kirstin Knight  
 Leslie Kropp  
 Don May  
 Christa Jo McArdle  
 Cherie McCann  
 Abbey Loecke  
 Mary Murphy  
 Shawn Pavlik  
 Mary Pohlmann  
 Paula Reece  
 Stephan Maras  
 Morgan Singleton  
 April Smith  
 Katherine Thostenson  
 Shane Wagoner  
 Kelly Wiley  
 Tracey Shilichte  
 Mike White  
 Mike Spaulding

Alejandra Luna  
 Maribel Monjaras  
 Celia Carrera

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

Rusty Bonjour  
 Miguel Ramos  
 Tanya McCloney  
 Roger Johnson  
 Patrick Bassett  
 Randy Clyde

Language Arts  
 Instrumental Music  
 Foreign Language/Spanish  
 Special Education  
 Language Arts/Speech/Drama  
 Health/PE  
 Health Occupations/Nurse  
 Social Studies  
 Language Arts  
 Mathematics  
 Vocal Music  
 TAG/Yearbook  
 ESL  
 Visual Arts  
 Family/Consumer Sciences  
 Language Arts  
 Social Studies  
 Media Center/Library  
 Language Arts  
 Industrial Technology  
 Industrial Technology

ESL Associate  
 ESL Associate  
 ESL Associate

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

Head Custodian  
 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	
Thomas Kedley	Cross Country
Kimberly Adams	Volleyball
Breana Lowry	V. Volleyball Assistant
Kristi Dierking	9th Volleyball
Brian Reece	Wrestling
Adam Domina	Wrestling Assistant

Dan Schmidt	V. Girls Basketball
OPEN	V. Girls BB Assistant
OPEN	9th Girls Basketball
Michael Fischels	Boys Basketball
Lonnie Smith	V. Boys Basketball Assistant
OPEN	9th Boys Basketball
Walker Adams	Boys & Girls Golf
Anthony Battani	Asst. Golf
Robert Best	Boys Track
Kyle Eckermann	Girls Track
De Blackford, Shane Wagoner	Track Assistant
Lonnie Smith	Varsity Baseball
Connor Deutsch	V. Baseball Assistant
OPEN	9th Gr Baseball
Jorge Avalos	Soccer
Brian Reece	Asst. Soccer
Adrian Flores	Asst. Soccer
Vanessa Bakley	V. Softball
Alex Boyce	V. Softball Assistant
DeAnndra Blackford	Freshman Softball
Jeff Ehrhardt	Boys/Girls Tennis
OPEN	Asst. Tennis
OPEN	Boys & Girls Bowling
Sherry Kistler	Cheerleading Co-Advisor
OPEN	Cheerleading Co-Advisor
Karina Kelso	High School Band
Mary Pohlmann	Chorus
Donal May	Drama/Speech
Shane Wagoner	Student Council
Brandi Boyd	FFA
April Smith	FCCLA
Morgan Singleton	Art Club
Katherine Thostenson	NHS
Becky Jones-Webb	Book Club, Anime Club

### **Clarke Middle School Administration, Faculty and Staff**

Alisha Evans	Principal
Ruby Clyde	Assistant Principal
Jennifer Drake	Director of Special Programs
Randy Bolton	Athletic Director
Marcus Kious	Court Liaison
DeeAnn Clark	Guidance Counselor
Joni Readout	Instructional Coach
Robert Best	Instructional Coach
Gina Sickels	English Language Arts

Lakyn Mathews  
Molly Audlehelm  
Kara Guzman  
Krista Payne  
Crystal Locke  
OPEN  
Bailey Tinderholt  
Craig Wisniewski  
Chanell Gay  
Stacey Manternach  
Anthony Battani  
Amanda Archibeque  
Melanie Elben  
OPEN  
Stephan Maras  
Amanda Etter  
Morgan Singleton  
Doug May  
Christie Stortenbecker  
Mary Pohlman  
Ronda Wishon

English Language Arts  
English Language Arts  
English Language Arts  
Math  
Math  
Math  
Science  
Science  
Social Studies  
Social Studies  
Social Studies  
Special Education  
Special Education  
Special Education  
ESL  
ESL  
Art  
PE  
Band  
Choir  
Health

## **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 NAME HERE, Equity Coordinator, 800 N Jackson, Osceola, IA 50213, PHONE NUMBER & EXT. or EMAIL HERE

## **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/Middle 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 designation 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/Middle 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.

We ask that all visitors please check in to the High School/Middle 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/Middle School office.

Appointments are encouraged when needing to discuss academic progress or other concerns. Students may not bring visitors to school without prior approval from an administrator. The building administrator may refuse visitors based on circumstances or discretionary judgment. According to FERPA, minor students may not receive visitors at school without proper permission from a parent/guardian.

### **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 Specialists. 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.

## **Attendance**

### **Board policy 501.10**

We encourage families to support good school attendance. Parents will be notified of recurring absence and tardy problems. Ongoing absences and tardiness will be handled in accordance with district practice and policy.

It is expected that the parent/guardian notify the office of any student absences as soon as possible. This may be done via phone, high school 641-342-6505, middle school 641-342-4221 or via email. Notification should be made the day before or no later than 10:00 a.m. on the day of the absence.

If the school has not been notified of your child's absence the school will make every attempt to notify the parent/guardian. At 2 unexcused absences, a phone call will be made and a letter will be sent home. Upon 3 unexcused absences or if excused absences become excessive (10% of days school has been in session), a letter will be sent home informing parents of possible consequences of continued absenteeism and a meeting with administration will be held. To be considered an excused absence, parents must contact the office by phone to inform the school of the date and reason for the absence. Appropriate reasons for excused absences include:

- Personal Illness
- Serious Personal or Family Matters
- Medical appointments that could **NOT** be scheduled outside the school day

The school district may require a doctor's note if deemed necessary.

**Unexcused** absences include but are not limited to:

- Hunting/Fishing
- Shopping
- Concerts
- Party/Celebration Planning
- Being Employed
- Skipping Class/School (Not being in the assigned classroom as expected)
- When proper school notification has not been made
- Senior Skip Day

If a student reaches 5 unexcused absences per semester in a class that meets 5 days per week or 2 unexcused absences in a class that meets less than 5 days per week, that student will be denied credit for the semester. Students may choose to serve detentions in order to make up unexcused absences. Two detentions will be equal to one unexcused absence.

The administration recognizes that extenuating circumstances do occur, but it is expected that the student or family take the initiative to communicate such to the principal as soon as possible. The school will make the final determination whether an absence is considered excused or unexcused. Parents/Guardians that disagree with the principal's determination of an unexcused absence may appeal the decision to the superintendent.

Families may track student attendance via the Infinite Campus online system available on the district website: [clarkecsd.org](http://clarkecsd.org)

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

### **Activity Attendance/Participation Policy**

To participate in an athletic event or activity, the student must be in attendance for the afternoon (periods 5-8) of the event and the entire day after an event (unless administrative approval has been granted). Students who are absent unexcused the day after an away event are ineligible for the next event scheduled at the same level unless pre-approved by administration.

To participate in practice or rehearsals, the student must be in attendance for periods 5-8 on the day of the event (unless administrative approval has been granted). This policy extends to weekend events for students who have an unexcused absence on Friday or the last day of the week. Students who are serving an in-school suspension cannot practice or participate in events on the day of the suspension unless the Principal has granted approval.

### **Homework Policy**

#### **Board Policy 501.9**

Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. It is the student's responsibility to tend to homework or assignments in a timely fashion.

Students will be allowed two school days to turn in missed assignments for an excused absence with a total of no more than six school days for an extended absence. Parents/guardians may request homework for students with extended absences.

Absences for family vacations taken during school days must have prior approval from the building principal to be considered excused. All assignments are due either the day the student returns to school or before the student leaves for the approved absence.

For a school-sponsored activity or event (i.e. field trip, contests, service project, etc.), a permission form will be given to each student by the coach or sponsor at least three school days prior to the activity. Students will notify teachers with the permission slip for the purpose of obtaining assignments or homework. Any work or assignments are due upon return to class unless other arrangements have been made with the teacher.

### **Homework Help**

Teachers at Clarke High School and Middle School are here to help students experience success. Opportunities are provided for students needing special help during study halls/advisory, after school, or through adjustments made within classrooms. Teachers strive to meet the needs and face the challenges of all students through the use of Positive Behavior Intervention Supports

### **Tardies**



Tardiness is an undesirable habit which should be held to a minimum. It is very important that students are punctual to all their classes. Students are allowed two (2) tardies per class period per semester. Upon receiving the third tardy, the student will be given one detention. On the fourth tardy, the student will serve two detentions during the next three school days. On the fifth tardy, the student will serve a one day in-school-suspension or Saturday School.

### **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 an 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 the 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 in 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.

### **High School Time Schedules**

#### **Normal Bell Schedule**

1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:40-10:25
4th Period	10:30-11:15
A Lunch	11:15-11:40
B Lunch	11:40-12:05
5th Period	12:10-12:55
6th Period	1:00-1:45
7th Period	1:50-2:35
8th Period	2:40-3:25
Advisory	2:10-2:25

#### **One Hour Early Dismissal**

1st Period	8:00-8:35
2nd Period	8:40-9:15
3rd Period	9:20-9:55
4th Period	10:00-10:35
A Lunch	10:35-11:00
B Lunch	11:00-11:25
5th Period	11:30-12:05
6th Period	12:10-12:45
7th Period	12:50-1:25
8th Period	1:30-2:05

#### **Two Hour Early Dismissal**

1st Period	8:00-8:30
2nd Period	8:35-9:05
3rd Period	9:10-9:40
4th Period	9:45-10:15
A Lunch	10:15-10:40
B Lunch	10:40-11:05
5th Period	11:10-11:35
6th Period	11:40-12:10
7th Period	12:15-12:45
8th Period	12:50-1:25

#### **Two Hour Late Start**

1st Period	10:00-10:30
2nd Period	10:35-11:05
A Lunch	11:05-11:30
B Lunch	11:30-11:55
3rd Period	12:00-12:30
4th Period	12:35-1:05
5th Period	1:10-1:40
6th Period	1:45-2:15
7th Period	2:20-2:50
8th Period	2:55-3:25

## Middle School Time Schedules

### Normal Bell Schedule

1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:40-10:25
4th Period	10:30-11:15
5th Period	11:20-12:05
C Lunch	12:05-12:30
D Lunch	12:30-12:55
6th Period	1:00-1:45
7th Period	1:50-2:35
8th Period	2:40-3:25

### One Hour Early Dismissal

1st Period	8:00-8:35
2nd Period	8:40-9:15
3rd Period	9:20-9:55
4th Period	10:00-10:35
5th Period	10:40-11:15
C Lunch	11:15-11:40
D Lunch	11:40-12:05
6th Period	12:10-12:45
7th Period	12:50-1:25
8th Period	1:30-2:25

### Two Hour Early Dismissal

1st Period	8:00-8:30
2nd Period	8:35-9:05
3rd Period	9:10-9:40
4th Period	9:45-10:15
5th Period	10:20-10:50
C Lunch	10:50-11:15
D Lunch	11:15-11:40
6th Period	11:40-12:10
7th Period	12:15-12:45
8th Period	12:50-1:25

### Two Hour Late Start

1st Period	10:00-10:30
2nd Period	10:35-11:05
3rd Period	11:10-11:40
C Lunch	11:45-12:10
D Lunch	12:10-12:35
4th Period	12:35-1:05
5th Period	1:10-1:40
6th Period	1:45-2:15
7th Period	2:20-2:50
8th Period	2:55-3:25

## 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 7:40 a.m. or after 3:25 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 or middle school at any time before 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](http://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 physicians 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 Katie Enos 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. Requests 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**

High School 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 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.

Middle School Dances - Normal school policies and regulations will be followed regarding alcohol, tobacco,



vandalism, and drugs. 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. Only students enrolled at Clarke Middle School are allowed to attend dances. Dances must be scheduled with the building principal three (3) weeks in advance. The group or organization sponsoring the dance will inform the students about recommended attire.

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** **Eligibility For Extracurricular Activities 6-8**

### **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.
  - Being in attendance at a function or party where underage persons know or have reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave and thus are in violation of state and federal laws shall be considered in violation of the Code of Good Conduct.
  - Visual evidence may substantiate a violation. If, on the basis of evidence it is deemed a violation, the student will be ineligible for the period of time as described in the code.
  - 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 extracurricular eligibility shall be penalized as follows:

### **Sanctions**

Any student in violation according to the aforementioned stipulations will be dealt with according to the following minimum consequences:

### **First Offense**

The student will not be permitted to participate in activities for 1/4 of the season and make a commitment of 10 hours of community service to school or community approved sources. If a student denies guilt and then is proven guilty, the ineligible period will be raised to 1/2 the season plus previous requirements.

### **Second Offense**

The student will not be permitted to participate in activities for 1/2 of the season, make a commitment of 20 hours community service to school or community approved source, and if the violation falls under board policy 504.8R the student must participate in an approved program that addresses the behaviors that led to the violation of policy.

Administration will provide a written statement of attendance in the program before eligibility is reinstated. If a student denies guilt and then is proven guilty, the ineligible period will be raised to the full season.

### **Third Offense**

The student will not be permitted to participate in activities for 1 calendar year in which he/she was participating during the time of the violation or in which he/she plans to participate after the violation, make a commitment of 30 hours community service to school or community approved source, and if the violation falls under board policy 504.8R the student must participate in an approved program that addresses the behaviors that led to the violation of policy.

Administration will provide a written statement of attendance in the program before eligibility is reinstated. If a student denies guilt and then is proven guilty, the ineligible period will be raised to the full season.

### **Fourth Offense**

The student will not be permitted to participate in activities for the remainder of his/her high school career.

### **Special Provisions**

- 1) When a student athlete participates at more than one level of competition in a sport (e.g. – junior varsity and varsity) the period of ineligibility is measured against the higher level of competition at which the student athlete participates. The period of eligibility will be served at that level of competition and will include all other games/meets in the interim at any level of competition. If the higher level of competition plays an abbreviated schedule (e.g. – sometimes only a few games may be scheduled at the junior varsity level in a sport which generally schedules several more games) the period of ineligibility will be measured against the more full schedule of the lower level competition.
- 2) If a student's period of ineligibility begins at a point in the season or activity where less than the ineligible number of contests or performances remain, the ineligibility will carry over into the next season or activity. The percentage of contests or performances in which the student has been ineligible will be computed. The student will be ineligible for the remaining percentage of the activities in his or her next season or activity. All fractions of 1/2 or larger will be rounded off to the next whole number.
- 3) If a student begins to serve a period of ineligibility during a sport season but fails to participate in that sport for the entire season, no ineligibility will be reduced from the original sanction. A student must complete a sport season in order for the period of ineligibility served in that sport to count. A student may not join an activity once the season has begun in order to serve out their suspension.
- 4) The student must practice during the period of ineligibility if the coach/ sponsor of the activity requires attendance at practice for 1st and 2nd offense only.
- 5) Students who have been suspended from school or placed on an in-school suspension are not eligible to practice or participate in public performances or contests while under suspension, including the afternoon and evening of the final day of the suspension.
- 6) Students who participate in the student activities program are subject to the policies of the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, and the Iowa High School Speech Association.

7) Each activity sponsor shall retain the prerogative to add additional regulations pertaining to their activity (e.g. –training hours, attendance requirement at practice, etc.) but shall not be allowed to impose additional sanctions beyond the code. A copy of these regulations must be approved by, and be on file with, the principal and/or activities director. Once a student has been declared ineligible to participate in an activity for a period of time, reinstatement of eligibility in that activity will be accomplished only with the approval of the activity sponsor.

8) Failure to complete community service or other stipulations on time = double suspension.

9) In the event that a situation occurs which is not covered in this code, the building principal and/or activities the director will provide a ruling based upon the intentions of the code.

10) Reporting Procedures:

a. Teachers/School personnel are required to report violations of Code of Good Conduct to the Activity Director or Principal that they have seen or admission of guilt by student.

b. The law enforcement system/court system will report violations of Code of Good Conduct to the juvenile court liaison officer/or school personnel.

c. Student admission of violations of the Code of Good Conduct to the Activity Director, Principal, or School Personnel.

11) Honesty Clause – if a student comes forward to an Administrator or School Personnel to admit (self-report) a violation of Code of Good Conduct prior to a finding of guilt by the administration, the student's penalty may be reduced by one half for sanctions of 1st Offense and 2nd Offense. This would be for the suspensions of activities, only, not community service. This clause would not be in effect for the student's 3rd Offense of Code of Good Conduct. The honesty clause is only applied to procedures (a) and (c) of the above Reporting Procedures. The honesty clause is not applicable to Reporting Procedure (b) when law enforcement/court system is involved.

### **Notice to Student**

The principal and or activities director, upon receiving determination that a student has violated the Code of Good Conduct, shall promptly mail or deliver to the student's parent(s) or guardian(s) (or to the student if 18 years of age or older and not residing with a parent or guardian) a written

Notice of Violation of Code of Good Conduct which shall contain the following:

1. The student's name and the names and addresses of the student's parent(s) or guardian(s).
2. A statement as to the time, place and circumstances of the violation the student is determined to have committed.
3. A statement describing the consequence to be imposed upon the student for violating the Code of Good Conduct and the effective date on which such consequences shall commence.

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 Activity Director/designee of any loss of eligibility and the reasons therefore and shall, upon request, be given a hearing before the Activity Director. The decision of the Activity 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 from periods (5-8) 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 the end of semester, the 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. Sponsors of extra-curricular activities will check the academic eligibility of their members at mid-term and at the end of each quarter throughout the season. These grade check dates will be specified at the start of each school year.
  2. The Activities Office will check grades of all student athletes on these dates to determine if they meet the eligibility requirements.
  3. Students who receive a letter grade of two (2) D- 's or lower, or one (1) F (or NC) will receive a verbal warning and parents will be notified.
  4. After the initial verbal warning, any athlete/participant receiving two D-'s or more, or one (1) F at the end of a mid-term/quarter, will immediately be on probation and will be required to attend a minimum of (2) study table sessions a week after and/or before school. This period of probation will last until the next grade check. Failure to attend will be grounds for becoming ineligible until the end of that grade check period.
  5. If at the conclusion of the next grade check of being on probation, a student has not improved the grades to no more than one (1) D- grade, the student will meet with the AD in consultation with the Principal and Sponsor to determine their continued status of probation and/or eligibility.
  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.
  7. If any student athlete or participant in extra-curricular activities receives three (3) D-'s or lower at the end of the first semester, the student will be put on academic probation until the mid-term of the 3rd quarter. This will involve attending at least (2) study table sessions every week. The (3) D- policy for the end of the second semester will include 10 hours of community service and attend any summer school opportunities provided by the district.
- 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.
- 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.

### **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.

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

## **Chain of Command**

<b>Discipline</b>	<b>Curriculum/Other Issues</b>
Teacher	Teacher
Assistant Principal	Counselor or Principal
Principal	Principal/Assistant Principal
Superintendent	Superintendent
School Board Member	School Board Member
State Department of Education	State Department of Education
Any issues outside of this chart will be addressed by the principal. (Note: Coach; Athletic Director, Principal)	

### **PBIS at Clarke Community Schools**

Clarke High School and Middle School is dedicated to being a place of mutual respect. It is an expectation that students will follow directions whether given by administrators, teachers, substitutes, classified staff (including paraprofessionals) and any adult employed by the Clarke Community School District. It is expected that students will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional. Clarke High School and Middle School will be implementing the PBIS (Positive Behavior Interventions Support) Program.

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. Our school-wide Positive Incentive Program benefits ALL students who follow our school-wide expectations.

PBIS focuses on positive behavior. Students are taught and rewarded for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom. The Behavioral Expectations will apply to students while on the school grounds, while going to or from school, during lunch, whether on or off the campus, during or while going to or from any school-sponsored activities, and during any other event related to school activities or attendance. Respect and courtesy for persons and property is expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

### **Disciplinary Consequences**

## **Levels of Offense Overview:**

### **LEVEL I – Violation of Classroom Rules:**

Offenses that occur in the classroom / hallways / common areas and can be corrected by the teacher or staff member. (Minor offenses)

### **LEVEL II – Administrative Intervention:**

Offenses that are more serious in nature or a continuance of Level I misconduct that can not be handled by the teacher in the classroom. Minor/Major offenses)

### **LEVEL III – Suspension (In School / Out of School Suspension):**

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level I or II misconduct. A Level III offense is a major rule violation and/or continuance of ongoing misconduct and disregard for school rules. A threat towards the school or staff, whether made in person or on social media, could also fall under this category. (Major offenses)

### **LEVEL IV – Expulsion or Alternate Educational Plan:**

Offenses that threaten the educational process, students, staff, school or school events. Offenses that demonstrate the student's presence are detrimental to the best interest of the school. Students may be disciplined for violating Level IV offenses if the misbehavior occurs on school property, at a school-sponsored, or school-related activity regardless of whether the event is on or off school property. (Major offense)

## **Levels of Student Misconduct and Intervention Options:**

### **Level I**

#### **Violation of classroom, hallway or common area rules:**

Each teacher or staff member has their own classroom rules and/or rules for school activities. Most behaviors can be managed by the teachers or staff members. The teacher may use any of the disciplinary options listed below in maintaining order and proper behavior. A discipline referral will be completed if a discipline action is taken such as a detention, contacting parent, or a restriction placed on the student. Any time a disciplinary action is written up, the teacher or staff member will contact parents directly as well as the parents receiving an emailed copy of the disciplinary form.

#### **Level I acts of misconduct may include but are not limited to:**

1. Violations of rules/procedures established by the teacher
2. Refusal to participate in work or activities
3. Unexcused tardiness to class or activities
4. Failure to be prepared (materials/completed homework)
5. General misbehavior, such as horseplay, making excessive noise, dress code violations, etc.
6. Failure to protect or use of other students' passwords regarding technology accounts
7. Insubordinate or disruptive behaviors in the cafeteria, bathrooms, locker rooms, hallways, classrooms, anywhere on school property or at school events.
8. Any act that disrupts or interrupts the operation of the classroom or other common areas

#### **Intervention Options:**

- Verbal correction
- Teacher/student conference
- Parent contacted: phone call or in writing



- Student/counselor conference
- Detention
- Other appropriate in-class disciplinary actions
- Restriction of school bus privileges
- Cafeteria restrictions and seating location restrictions
- Restrictions for locker room usage

## **Level II**

### **Administrator Intervention:**

Administrator intervention depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in a Level II or higher misconduct will complete a discipline referral, refer the student to the Principal or Student Services Coordinator for intervention, and the parents or guardians will be notified. A copy of the discipline referral will be sent home to parents

### **Level II acts of misconduct include but are not limited to:**

1. Repeat Level I violations
2. Leaving without permission, including classroom and/or school grounds
3. Excessive unexcused absences
4. Extreme profanity or obscene gestures
5. Inappropriate displays of affection
6. Failure to abide by rules at extracurricular activities
7. Academic dishonesty/cheating/plagiarism or copying the work of other students
8. Minor vandalism
9. Major cafeteria disturbances
10. Disruptive behavior on a school bus or at a school bus stop
11. Minor physical contact without injury
12. Truancy
13. Sending or forwarding inappropriate emails, including email containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that result in a disruption to the educational environment
14. Any act interfering with the orderly educational process in the classroom or the school

### **Intervention options:**

- Parent or guardian will be contacted by phone, in writing, or face to face conversation
- Administrator/student/parent conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities such as field trips, awards ceremonies, etc.
- Removal of school transportation privileges
- Behavior or Conduct Contracts
- Any other appropriate disciplinary actions determined by the administration
- Loss of computer/electronics privileges with time determined by administration

## **Level III**

### **Suspension (In-School / Out of School Suspension)**

Level III acts include misconduct for which an administrator may place the student in inschool suspension, or if the Level III misconduct is serious enough or persistent enough that the student can be placed in out-of-school

suspension. The administrator will make the disciplinary determination on the basis of the severity of the misconduct.

**Level III acts of misconduct may include but are not limited to:**

1. Chronic or repeated Level I and/or Level II offenses
2. Fighting, which is defined as two or more students mutually engaging in offensive physical contact.
3. Assault, which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. An assault that results in bodily injury is considered a more serious Level III offense and may result in more severe consequences, making it a Level IV offense.
4. Stealing/theft of property in an amount under \$500
5. Truancy including but not limited to repeat instances of cutting class
6. Weapons/Ammunition possession including but not limited to:
  - a. Knife, which includes razor blades, utility knives, X-Acto knives, or other objects that are designed to cut
  - b. Fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
  - c. Ammunition or bullets that are live
  - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
  - e. Replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
7. Persistent disruptive behavior on a school bus
8. Insubordination - Interfering with school authorities, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
9. Behavior contract violations
10. Harassment/indecent exposure/unsolicited sexual proposal. Harassment is threats of harm or injury to another student, engaging in sexually intimidating actions or causing unwanted sexual advances, intentionally damaging the property of another student, any action that substantially harms another student’s physical or emotional health
11. Intimidation, extortion, or bullying, which includes any communication towards another student including electronic (e-mail, texting, instant messages, social media, etc), telephone, written, or verbal
12. Vandalism resulting in the destruction or defacing of any district property. This also includes but is not limited to rendering computers or related equipment inoperable.
13. Repeated violation of the district’s computer usage agreement
14. Possession or use of any prescription medication in violation of the guidelines for dispensing medications at school
15. Possession or use of alcohol or controlled substances or drug paraphernalia
16. Under the influence of alcohol or a controlled substance
17. Terroristic threat, false alarm, or report. A threat to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily harm, or causing interruption of district or public communication, transportation, water, gas, or power. This threat can come through any form of social media, verbal, text, phone call, e-mail, written note, or graffiti.
18. Felony conduct. Engaging in any conduct punishable as a felony while on school property, at a school-related function or activity
19. Assisting (directly or indirectly) with the promotion of any prohibited behavior under the district’s discipline code
20. Other acts of serious misconduct that disrupt the school environment in the classroom and/or school

**Intervention Options:**

- Students under suspension will not be permitted to participate or attend any school activities (dances, athletic events, concerts, etc.) while under suspension and can have their privileges revoked for an extended period of time to be determined by administration.
- Required administrator, student, and parent conference
- Restitution or restoration, as applicable for vandalism to property
- Exclusion from extracurricular activities such as field trips, commencement, award ceremonies, etc.
- Placement of student into in-school suspension for a number of days to be determined by administration
- Placement of student into out of school suspension for a number of days not to exceed 10 days
- Removal from school transportation for up to one year
- Restriction or removal of computer usage and/or privileges for up to one year
- Referral for counseling services for substance abuse assessment, mental health assessment, or both
- Any other appropriate disciplinary actions determined by administration
- Referral to the county attorney in regards to chronic truancy
- Possible referral to law enforcement

**Level IV****Alternate Education Placement or Recommendation for Expulsion for Serious Offenses**

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten the school, its efficiency, or seriously disrupt the orderly process in the classroom and/or school. Students may be expelled for any violation listed under this section. This can occur if the act occurs on school property, at a school event or activity on or off school property. Students receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement.

**Level IV Acts of Misconduct Include the Following:**

1. Threat with a weapon. The display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school event, or a threat to a student or staff member away from school property.
2. Firearm/Dangerous weapon. A dangerous weapon is anything used to inflict death or injury to a person or animal. This includes but is not limited to any dangerous weapon as described in Iowa Code Section 702.7, pistol, revolver, or other firearm, dagger, razor, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. Distribution of a controlled substance. The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. Possession with intent to distribute. Possession of a specified amount of controlled substance as identified in Iowa Code Chapter 124. The school will rely on local law enforcement to advise if the amount of substance meets this standard.
5. Arson. Causing a fire or explosion, or placing any burning or combustible material or any incendiary or explosive device or material in or near any school property with the intent to destroy or damage school property.
6. Assault of a staff member resulting in bodily injury.
7. Sexual Assault. Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats or violence or if the act is done when the victim is under the influence of a drug inducing sleep or in a state of unconsciousness.
8. A terroristic action that has caused or could have caused serious bodily harm or significant damage to property.
9. Habitual Disruptive Behavior: continued serious and persistent violations of Level III offenses.

**Expulsion Procedures:**

- Administration will meet with the parents and student to get a statement of misconduct.
- A determination will be made if the misconduct is a Level IV offense
- Administration will determine if the Level IV offense warrants a recommendation for alternate educational placement or expulsion
- Superintendent will be notified and consulted.
- The School Board President will be consulted and notified of the possible expulsion.
- Parents and students will be informed of the recommendation of expulsion.
- A hearing with the Board of Education will be conducted on the matter.

### **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 of the Clarke Community School District to maintain a 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 a 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 administrators 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 a 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 the administration. 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, 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 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 personal 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.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
- A more intrusive search, short of a strip search, of the student's 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 ensuring 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 the damage done to a student's locker and desk are charged to the student.

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

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable 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 question 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. If clothing is deemed inappropriate or disruptive, the administration will expect the student to remove it. 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. Reasonable levels of modesty and cleanliness are expected.

**Students are prohibited from wearing:**

- Clothing advertising or inappropriately promoting items illegal for use by minors or in schools such as alcohol, cigarettes, e-cigs, marijuana, etc.
- Shoes with cleats except for outdoor athletic practices, bare feet, shoes with wheels, bedroom slippers
- Clothing intending or displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making references to prohibited conduct or similar displays or that creates a disruptive educational environment
- Clothing that exposes a midriff or cleavage or underwear; pants lower on the waist that exposes bare skin

- Sunglasses, hats, bandanas, jackets, hoods on heads and coats are generally not permitted to be worn in the building
- Clothes or accessories deemed to be a safety issue such as excessive baggy pants, chains, long earrings, or dog collars
- Items for purposes and in a manner other than intended such as flags, blankets, banners, etc.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or parents will be notified and the students will be sent home.

### **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 between the high school and middle school office, in the high school commons. 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:

- Observe one-way signs.
- Park properly in the parking lot
- No parking in fire lanes
- 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**

Instructional time is important to maximize student success. Students will have five minutes of passing time between classes to use the restroom and gather any needed materials for their classes. Students will be expected to remain in class for the entire period unless there is an emergency or a special circumstance. 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.

## **Cell Phone/Electronic Devices**

The Clarke Community School District encourages responsible use of cell phones or any electronic devices (i.e., Ipad, Ipod, tablet, camera, mp3 player, etc). Students using any electronic device in an inappropriate or disruptive manner will be dealt with according to the Clarke School Handbook, and/or municipal, county or state codes.

If a cell phone or other electronic device is used in an unacceptable manner, it may be confiscated and subject to search for evidence of misuse (parents will be informed, and law enforcement may be contacted and the device may be taken as evidence). Cell phone/electronic device use is allowed outside of class times (before or after school, passing, lunch or open campus) as long as there is no disruption to standard school functioning.

During class, electronic devices are to be powered off and not seen or heard. Teachers may confiscate any device that leads to a disruption during class. The school assumes no responsibility for the security of confiscated devices. Teachers may collect electronic devices when the student enters a classroom (students are responsible for retrieving devices at the end of class). Students leaving the room temporarily during class time must leave their device with the teacher. Cell phones/devices are not allowed in locker rooms or public restrooms. Cell phones or other electronic devices cannot be used to take a picture of another person for the purpose of ridicule or harassment.

**1st violation-** Verbal warning or detention will be issued to the student. The cell phone/device may be confiscated for the remainder of the day.

**2nd violation-** Phone/device will be confiscated and detentions or other consequences issued (including, but not limited to, revocation of the privilege to use or carry a cell phone/device, loss of open campus or open lunch, Good Conduct Policy clauses, loss of driving privileges, and/or Saturday detention).

**3rd violation-** Phone/device will be confiscated, in-school suspension or Saturday school issued, and parental notification will be made (or additional consequences as outlined in 2nd violation).

**4th violation-** Phone/device confiscated indefinitely, out-of-school suspension issued, parent/guardian conference required, and student's privilege to use or carry cell phones or electronic devices revoked for a period to be determined by the Principal.

At any time, the Principal reserves the right to confiscate any cell phone/device involved in a disruption and/or revoke the student's privilege to use or carry a device indefinitely.

## **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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\*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 and Middle School implements a common grading scale used by Clarke teachers. 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		

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 to 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.

### **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.clarkecsd.org](http://www.clarkecsd.org)

### **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 2<sup>nd</sup> 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 in the class being 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.

### **Middles School Schedules**

Schedule changes will not be permitted, unless of extreme circumstances. In these cases, the schedule change must be approved by the principal.

### **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.

## **High School 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 papers, 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:





Southwestern Community College

## Clarke High School SWCC Registration Form Fall 2019

### BEFORE SUBMITTING THIS FORM, COMPLETE THE FOLLOWING CHECKLIST:

- ☐ If you are a NEW student, complete the online Application for Admission. Please visit [www.swccowa.edu/apply](http://www.swccowa.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: \_\_\_\_\_

SWCC Office Use Only

SWCC Student ID \_\_\_\_\_

COMPASS R: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

ACCUPLACER R: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

ACT Composite: \_\_\_\_\_

Acceptance of Responsibility \_\_\_\_\_

Notes: \_\_\_\_\_

### 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 CON 183		Basic Construction Skills Construction Lab IA	MTWThF 8:10-11:10 am, Leon/Creston MTWThF 8:10-11:10 am, Leon/Creston	2 5	C C
Construction Year 1, Afternoon	<input type="checkbox"/>	CON 141 CON 183		Basic Construction Skills Construction Lab IA	MTWThF 12:15-3:15 pm, Leon/Creston MTWThF 12:15-3:15 pm, Leon/Creston	2 5	C C
Construction Year 2, Morning	<input type="checkbox"/>	CON 188 CON 237		Construction Lab IIA Carpentry Lab IIA	MTWThF 8:10-11:10 am, Leon/Creston MTWThF 8:10-11:10 am, Leon/Creston	5 3	C C
Construction Year 2, Afternoon	<input type="checkbox"/>	CON 188 CON 237		Construction Lab IIA Carpentry Lab IIA	MTWThF 12:15-3:15 pm, Leon/Creston MTWThF 12:15-3:15 pm, Leon/Creston	5 3	C C
Welding Year 1	<input type="checkbox"/>	WEL 111 WEL 114	H04 04 H04 04	Welding Blueprint Reading Intro to Fabrication	8:10—10 am, Central Decatur HS 8:10—10 am, Central Decatur HS	3 3	T T
Automotive Repair Technology—Yr 1 Morning Session	<input type="checkbox"/>	AUT 104 AUT 503 AUT 404	H28 01 H28 01 H28 01	Intro to Automotive Tech Automotive Brake Systems Auto Suspension & Steering	MTWThF 8:00-11:00 am, Creston MTWThF 8:00-11:00 am, Creston MTWThF 8:00-11:00 am, Creston	3 3 4	C C C
Automotive Repair Technology—Yr 1 Afternoon Session	<input type="checkbox"/>	AUT 104 AUT 503 AUT 404	H29 01 H29 01 H29 01	Intro to Automotive Tech Automotive Brake Systems Auto Suspension & Steering	MTWThF 12-3 pm, Creston MTWThF 12-3 pm, Creston MTWThF 12-3 pm, Creston	3 3 4	C C C
Automotive Repair Technology—Yr 2	<input type="checkbox"/>	AUT 163 AUT 173 AUT 834	H28 01 H28 01 H28 01	Automotive Engine Repair Adv. Auto Engine Repair Automotive Fuel Systems	MTWThF 8-11 am, Creston MTWThF 8-11 am, Creston MTWThF 8-11 am, Creston	3 3 4	C C C
Electrical Technology Year 1	<input type="checkbox"/>	ELE 178 MAT 743	H01 01 H03 01	Introduction to Wiring Technical Mathematics	TThF 7:30-10:30 am, Creston MW 7:30-8:55 am, Creston	5 3	E E
Information Technology Systems Networking Year 1	<input type="checkbox"/>	NET 122 NET 132 NET 852	H01 01 H01 01 H01 01	Computer Hardware Basics Operating Systems Software Introduction to Robotics	MW 8-9:30 am, Creston TTh 8-9:30 am, Creston F 8-9:25 am, Creston	3 3 1	E E 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
<b>Agriculture—Agronomy</b>							
<input type="checkbox"/>	AGA 114	80	Principals of Agronomy		Online	3	U
<b>Humanities and Social Science</b>							
<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
<b>Science—Biology</b>							
<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
<b>Elective—Business &amp; Management</b>							
<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
<b>Elective—Sports Management</b>							
<input type="checkbox"/>	PEC 108	80	Sports & Society		Online	3	U
<b>Additional Courses Approved by District and Southwestern</b>							
<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](http://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](mailto: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 seminars.
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 coursework 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.

### **Middle 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. The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades six through eight may be retained in a grade level for an additional year, the parents will be informed. The superintendent, in consultation with the building principal and faculty will have the discretion to retain a student in the student's current grade level. Under special circumstances, the superintendent may inform the board of a student's retention.

## **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 a 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 to 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 the 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.

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#### **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 videotape 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 transferred 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 at 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 laptop 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](http://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 email before and after school **only**. Any student who uses their email 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 email 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 websites -- 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 Records**

# COMMUNITY SERVICE RECORD

\*\*Review the requirements on the back\*\*

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Activity: \_\_\_\_\_  
 Location: \_\_\_\_\_  
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 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 Award 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, Girl 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.
- Clearing 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
- Community food drives
- Church events such as Election Day Dinner 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 the principal or the guidance counselor 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.