

Student Handbook 2017 – 2018

Clarinda Middle School

Clarinda Middle School Mission Statement

The Mission of the Clarinda Middle School is to provide an environment in which students may develop the social, educational, intellectual and physical skills necessary to become productive members of society.

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This student handbook belongs to:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Homeroom: _____

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A Message To Parents

Parents are teachers too! You are the first, most long-lasting, **most important** teachers in your child's life. That is why at Clarinda School, we continually solicit your involvement and support.

Research shows that parent involvement is high on the list of factors contributing to a student's success in school. Our goal is to work together with you to provide the best educational program possible for your children.

Your goals as a parent and the goals of the school are the same. Full cooperation between home and school is important. The following suggestions are intended to help you make a contribution in your child's success.

- 1) Regular and punctual attendance is the greatest factor in school success. Parents who permit a child to be absent from school unnecessarily place a handicap upon the student's opportunity to succeed in his/her studies
- 2) The nature of our courses is such that some work outside of the classroom is needed. Even though written work has not been assigned, there is usually a need for extra study in the subject. You can help by providing home study time.
- 3) A wholesome attitude toward school is important for your child's success in school. Students can learn little from a teacher they do not trust or believe in. The concerned parent will bring his/her questions and problems to the teachers and principal.
- 4) You may also help the school to serve you child's best interest by:
 - Making it your business to know your child's teachers.
 - Writing full explanations with dates of absences and signing them yourself.
 - Study report cards carefully.
 - Refraining from telephoning students during school hours except for real emergencies.
 - Cooperating with the school in carrying out disciplinary action when such action is necessary.
 - Teaching your child respect for law, for authority and for the rights of others.

A Message To Students

Now more than ever, the responsibilities of a student are high. The 21st century world requires highly educated students who can problem solve, collaborate, work well with others, and to "be there" so that businesses and organizations can be their best. In order to help you manage this challenge, our school made a huge commitment to provide middle school teachers and students with a well-equipped technological structure that supports iPads for each student.

As you continue this journey of education and life, consider taking the following suggestions as guidance to help you:

- Make school a priority by being here every day possible
- Engage your parents/guardian and siblings in discussion about the new learning you are experiencing
- Take care of the new technology given to you to use to manage your education
- Embrace the partnership between teachers and students and make the most of the opportunities presented to you
- Elevate expectations for yourself and others by taking your thinking to higher levels
- Do your best to improve your skill levels and follow the rules of the student handbook

Classroom conduct expected by all Clarinda Middle School students

In addition to following classroom rules, you are expected:

- To bring pen, pencil, paper, books and all other necessary supplies to class everyday.
- Not to chew gum, eat candy, and bring drinks into class.
- Not to lay your head down during class.
- To have your homework assignment completed at the beginning of the period.
- To check with your teacher after being absent for assignments and other work missed.
- To be quiet and listen to announcements.
- To do your own work unless given other instructions by the teacher.
- Not to use any kind of profanity.
- To listen quietly when the teacher is speaking.
- To talk only when given permission by the teacher.
- To take care of personal business between periods (going to the restroom, water fountain, etc)
- To keep your hands and feet off of other students.
- To follow the dress code policy.
- To be polite and courteous.
- To Follow the Cardinal Core Values.

Athletics

The athletic program is designed to accommodate as many 7th and 8th grade boys and girls as the facilities and coaches' time will permit. Any student whose health is adequate and who desires to do so may try out for any of the various sports. The requirements are as follows:

1. Successfully pass a physical examination.
2. Parents permission to participate.
3. Attend practice regularly.
4. Follow athletic eligibility standards stated by the Clarinda Community Schools.

Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

Policy: The Clarinda Middle School Attendance Policy states that parents of students who have at least 5 or 8 undocumented absences during the school year will receive an attendance-warning letter informing them that their child is on the verge of having attendance issues. Students with at least 13 undocumented absences during the school year will receive a letter informing them that their child is having attendance issues and that a Parent Attendance Conference needs to be held at their earliest convenience. If the attendance issue is then not corrected the issue may then be referred to the County Attorney's Office for truancy.

Documented Absences: A documented absence is an absence that has supporting documentation such as an appointment that is considered unavoidable. An absence with a parent note is not considered a documented absence.

Student Absences: Parents are requested to notify the principal's office (542-2132) when students are not going to be in school. The school secretary will attempt to call if notification is not received.

Admit Slips: Students will be issued an admit slip to go back to class after their absence. Students will then have their teachers sign the admit slip upon completion of their make up work and the student will hand in the completed admit slip to the office. Students are given 2 days for each day absent to complete makeup work. Students with overdue admit slips may be required to stay after school to finish their missing schoolwork.

Truancy: In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

Compulsory Attendance: Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the

Compulsory Attendance Continued:

minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-8, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- *have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- *are attending religious services or receiving religious instruction;
- *are attending an approved or provisionally approved private college preparatory school;
- *are attending an accredited nonpublic school; or,
- *are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

A student who is too sick to attend school should also be too sick to attend school activities.

Bullying / Harassment

"Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the student in reasonable fear of harm to the student's person or property. (2) Has a substantially detrimental effect on the student's physical or mental health. (3) Has the effect of substantially interfering with a student's academic performance. (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Students that feel that they have been harassed should:

1. Communicate to the harasser or bully that you don't like what is happening and that they need to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or Principal to help.
2. If the harassment continues the student should tell the harasser to stop or they will file a complaint with the office.
3. If the harassment still continues the student should:
 - Tell a teacher, Counselor or Principal
 - File a complaint with the office by writing down exactly what has happened, keep a copy and give a copy to the teacher, Counselor or Principal. The complaint should include:
 - ✓ What, when and where it happened;
 - ✓ Who was involved;
 - ✓ Exactly what was said or what the harasser or bully 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 or bully responded.

Bullying and/or harassment of any kind will not be tolerated and those students will receive serious disciplinary consequences.

Cheating, Copying –Academic Dishonesty

Cheating includes copying the work of another student or allowing one's work to be copied, sharing the contents of or answers to any exam or test with another student, or plagiarizing the work of another author. A grade of zero must be assigned on all graded work if the academic dishonesty occurs in and the student will receive a referral to the office and the parent will be notified by phone or mail. Disciplinary action will also be taken.

Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action, which will include an academic penalty such as a zero for the work in question.

Directory Information Use

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen, parent, or guardian not wanting this information released to the public must make objection in writing by September 15, to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

Discipline

Students who violate the Clarinda Middle School's policies for student behavior shall be subject to disciplinary action according to a progressive discipline plan. This progressive discipline plan increases the severity of the punishment as the student continues the behavior. The District's disciplinary options include using one or more discipline management techniques: verbal warning, lunch detention, 1 hour after school detention, in-school suspension, out of school suspension, and expulsion. Parents will be contacted in most cases when disciplinary action is taken.

Misbehaviors

The classroom teacher is in charge of their class. Behaviors inappropriate for the classroom will be taken care of by the classroom teacher. If the student fails to comply with the teacher then at that time the Principal will work with the student and teacher to resolve the situation. It is our goals at Clarinda Middle School to work with students to change the behaviors we deem to be inappropriate for school.

Students who are in an in-school suspension, or out of school suspension may not attend school activities (home or away) until that placement is completed. Additional days will be added for those students who choose to ignore this policy.

Dress Code and Appearance

The Clarinda Middle School Dress Code is designed to encourage and promote proper grooming and hygiene, self-respect and pride in appearance on our campus. Neatness and cleanliness in keeping with gender, maturity, good grooming, and acceptable social norms are required for each student. Students are asked to use good judgment. However, since research indicates that student dress often sets the pattern for classroom behavior, we do expect that clothes be reasonably neat, that hair be groomed, and that revealing garments not be worn.

The student's general appearance must meet the common standards of morality, modesty, and not cause a distraction to the learning environment. Decisions concerning the following guidelines will be made and enforced by all staff members.

Following is a list of examples of attire that is not considered appropriate, this list is not exclusive and the Principal for a school setting may deem other forms of attire inappropriate.

1. Students are expected to follow reasonable levels of cleanliness, modesty, morality and not allow their appearance to be a distraction to the classroom.
2. Clothing that shows an inappropriate amount of bare skin, undergarments, is revealing, baggy or is not of an appropriate size. (Spaghetti straps, tops that have straps less than two fingers wide, pajama pants, shorts, pants and skirts should stay at the waist when sitting or standing.)
3. Shorts and skirts (must be longer than the student's fist when the arms are extended downward)
4. Students must wear shoes. Slippers are not considered shoes.
5. Headwear including headbands, caps, bandanas or scarves.
6. Jeans, pants or shorts with excessive holes.

Students not conforming to the dress code will be detained in the principal's office until the proper clothing may be secured. The student will be allowed to call home to have proper clothing and etc. brought to the school. If the violation cannot be corrected in a timely manner the student has the choice of being issued appropriate attire or finishing the day in ISS.

A progressive discipline plan is used per semester. As styles/fads change the school administration reserves the right to adjust dress code standards in order to maintain a school-appropriate appearance.

Drills – Fire / Tornado / Lockdown

Clarinda Middle School conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously.

Fire Drill: Begins with the fire alarm and ends with the bell.

1. All students exit by indicated routes on the posted building diagram.
2. Walk quickly and quietly.

Be sure that all students leave the building.

Tornado Drill: Begins and ends with a verbal command over the intercom.

Students should sit on the floor facing the wall away from windows and other glass objects at their designated area.

Their knees and head should be down and their hands should cover their head.

Students should remain calm and there should be no cell phone use.

School Lockdown: Begins with an announcement that the school is on lockdown and ends with an announcement from the office. *Teachers will lock their doors, close the blinds and everyone will move away from doors and windows and there should be no cell phone use.

****If a student is out of class they should move to an area to become less visible or if the intruders location is known escape to a safer area.***

Dual Sports Participation

Students are allowed to participate in two co-curricular sports activities (this includes cheerleading) during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set by the athletic department involving dual sport participation. Requests must be turned in before the first practice.

RULES OF DUAL-SPORT PARTICIPATION

A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by IHSAA/IGHSAU for the season of participation. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. If one sport has a contest and the other has practice, the contest will take precedence.

If one sport has a competition and the other has a Hawkeye 10 Conference contest, District/Regional contest or state contest the student will go to conference, district/regional or state contest regardless of primary or secondary sport designation.

The student must practice in both sports but the amount of practice time will vary. On non-competition days, the athlete will go to the primary sport practice and then try to make it to the secondary sport practice, if that is an option. Secondary sport coaches will need to work out practice times with the dual sport athletes. Dual sport athletes should not be punished for missing practice. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only. The student and parents or legal guardians must sign a contract of dual-sport participation before the first practice session he or she attends. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.

Students must attend school for the entire school day other than for a documented health care appointment or administrator approval to participate in school-related activities on that day or evening.

Due Process

1. Oral or written notice of allegations against the student will be given to the student.
2. The student will be given the basis in fact for charges, and opportunity to respond to the charges.
3. Parents or guardians will be notified as to the length and reasons for the suspension.
4. A reasonable effort shall be made to notify the student's parents or guardians by telephone or personal contact. If the parents or guardians cannot be contacted, the student must stay in school or on the school grounds in a place designated by the principal until the close of the school day.

Electronic Devices

Students may use electronic devices when they are used respectfully and do not disrupt the learning environment.

Students whose electronic devices that disrupt the learning environment or disrespectful, may have the device taken away. A progressive discipline plan will be used to determine appropriate consequences.

Emergency School Closing or Delay

In the event weather conditions or emergencies make it necessary to close or delay school, KMA radio 960 AM, 99.1 FM and the school website shall provide public information.

Fighting and Self Defense

Fighting is considered a serious offense. All fights will be investigated and the Principal or designee will establish a determination of self-defense. **Students need to realize that fighting will result in at least a 3-day assignment to ISS if self-defense isn't applicable.**

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- 1) The student provokes, incites or encourages the use of physical force from another.
- 2) The force being used against the student is lawful by administrator or teachers.

Fighting and Self Defense Continued

- 3) The student had the opportunity to avoid force or to inform a school official of threatened use of force.
- 4) The student uses force after another party abandons or attempts to abandon a fight or confrontation.

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

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

Good Conduct Rule

In striving to help the student become a good citizen and recognizing that obeying state and local laws is a part of being a good citizen, it is hoped the Good Conduct Rule and its application will give the student more incentive to resist behavior which violates these rules.

It is also believed that the students and community as a whole except certain standards of behavior, and students can be expected to function within these behavior standards both in school and as ambassadors of the Clarinda School System within the community.

Education is the right of the student and it is not the intent to interrupt this educational process, but extra/co-curricular activities are a privilege for the student and violation of the Good Conduct Rule would result in these privileges being withheld from the student.

Statements of Purpose:

1. To promote the growth of responsible citizenship among the student body.
2. To emphasize the school concerns for the health and welfare of the students, both physically and emotionally.
3. To assist them in becoming helpful, productive citizens of the community.
4. To provide an understandable policy and one that can be applied as fairly as possible.
5. To confirm and support the existing state laws.
6. To establish standards of conduct for all students.
7. To assist students who desire to resist peer pressure, which directs them towards the use of mood-altering chemicals.
8. To assist the students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

Good Conduct Rule:

To retain the status of "student in good standing" (maintain all privileged participation), students must conduct themselves as good citizens both in and out of school at all times.

Any student who, after a hearing at which the student shall be confronted with the allegations, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- *possession, use, or purchase of tobacco products, regardless of the student's age;
- *possession, use, consumption, or purchase of alcoholic beverages, including beer and wine;
- *knowingly being in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors, without immediately leaving upon discovery of the presence of the substances;
- *possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- *engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act.

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, all co-curricular clubs, all honorary and elected offices, TAG contests, or any other privileged activity or activity where the student represents the school district outside the classroom.

PENALTIES:

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense: up to six (6) weeks of ineligibility.

Second Offense: up to ten (10) weeks of ineligibility.

Third Offense (and each subsequent offense): up to twelve (12) calendar months of ineligibility.

Good Conduct Rule Continued

An ineligible student is expected to continue to attend all practices, rehearsals, or organizational meetings to the conclusion of an activity, but may not “suit up”, perform/ participate, nor exercise the duties or privileges of any school organizational office.

Reduction in penalty:

First Offense - A two (2) week reduction period of ineligibility will take place if a student “self reports” a violation to the principal/activity director after having had opportunity to do so. To “self report” a student must notify a school administrator of the Good Conduct violation the first school day following the incident and/or before the school administration is made aware of the incident from another reliable source.

Second Offense - A two (2) week reduction of ineligibility will take place if a student “self reports” a violation to the principal/activity director after having had opportunity to do so. To “self report” a student must notify a school administrator of the Good Conduct violation the first school day following the incident and/or before the school administration is made aware of the incident from another reliable source.

Grading Scale

A	100 - 96	D+	72 - 70
A-	95 - 94	D	69 - 67
B+	93 - 91	D-	66 - 65
B	90 - 88	F	64 - 0
B-	87 - 86		
C+	85 - 82		
C	81 - 77		
C-	76 - 73		

Homelessness

Homeless children or youth of school age are defined as:

Individuals between the ages of 5-21 who lack a fixed, regular, and adequate nighttime residence including -

1. children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar situation.
2. children who are living in motels, trailer parks, or camping grounds.
3. children who are living in emergency or transitional shelters.
4. children who are abandoned in hospitals
5. children who are awaiting foster placement
6. children who are living in cars, parks, public spaces, abandoned buildings, bus/train stations
7. migratory children who qualify (1-6).

Homelessness can happen for many reasons; unemployment, natural disasters, flood, fire, tornado, long-term illness, behind in monthly bills, housing costs addictions.

Possible signs of homelessness can include: attending several schools, attention seeking behavior, hunger, poor hygiene/clothing, sleeping in class, comments from students such as "We move a lot, We're staying with relatives."

Children who meet one of the above seven can be referred to the Homeless Liaison. Any school staff, parent/guardian, or person within the community can refer the student. When a student is referred an Identification and Needs assessment form is completed

If a student qualifies, supporting services (waiver of fees, transportation, special programs such as Special Education, TAL, ELL, Health, Nutrition) will be implemented as needed. The Homeless Liaison will keep all assessments of children referred. The Liaison will inform the Principal, Guidance Counselor, School Nurse, and Homeroom teacher if possible.

Immunizations

Iowa has an immunization law requiring parents to assure that their children are immunized against polio, diphtheria, tetanus, whooping cough, measles and rubella as a condition to enrollment in any elementary or secondary school in Iowa.

Upon initial enrollment, each student or his/her parents must submit adequate evidence that the child has received the immunizations required by statute or must submit a written statement that their religious belief prohibits such immunization.

INTERNET - APPROPRIATE USE POLICY

INTRODUCTION

The Clarinda Community School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. District technology is to be used primarily for professional and/or educational benefit. The School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA, <http://www.fcc.gov/guides/childrens-internet-protection-act>).

DIGITAL CITIZEN

As responsible digital citizens users will:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images they post online.
- Respects Others. Users will not use technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce, as required by copyright laws.

EXPECTATIONS

The Clarinda Community School District uses information and technology in safe, legal, and responsible ways. Responsible use of the School District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School District policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files. Users are expected to abide by the law and generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may only be installed or downloaded on school devices if they are consistent with educational use.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials utilized for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Use of electronic devices in school, regardless of ownership, should be consistent with the School District's educational objectives, mission and curriculum.
- With classroom teacher approval, students may use their own devices (e.g. smartphones, tablets, laptops) in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their devices.
- Personal devices may only be connected to school networks for uses that are consistent with educational needs.
- The District respects the right of employees and students to responsibly use social media and networking sites, message boards and forums, as well as personal websites and blogs. Personal use of these sites should not damage the reputation of the CCSD, its employees, students or their families and should be consistent with the School District's educational objectives, mission and curriculum.

ACCESS TO DISTRICT TECHNOLOGY

Access to District technology will be provided to staff and students in an expedient manner following enrollment or employment by the District and signature of the "Responsible Use Agreement". The agreement outlines District expectations regarding

ACCESS TO DISTRICT TECHNOLOGY CONTINUED

technology use. This Agreement may be modified by the District as necessary. The District will make the final determination as to what constitutes unacceptable use and its' decision is final. This Agreement is provided so that members are aware of the responsibilities they acquire. No individual shall access District technology without all required contract agreement signatures on the "Responsible Use Agreement".

VIOLATION

Any action that violates School District policy or is determined by an administrator to constitute an inappropriate use of District technology improperly restricts or inhibits other persons from using District technology, or any violation of the "Responsible Use Agreement" is strictly prohibited. Any violation may be interpreted as a breach of the terms and conditions of this agreement and may result in access privileges being revoked, complete loss of all school computer privileges, or disciplinary actions up to and including referral to law enforcement, prosecution, a recommendation for school expulsion, dismissal of employment, and/or other legal action.

INFORMATION CONTENT AND USES OF THE SYSTEM

Commercial use of District technology by staff or students are strictly prohibited. Members shall not sell or offer for sale any goods or services that could be construed as a commercial enterprise. The District may choose to provide means for staff to offer goods for sale on a non enterprise basis. Any form of gambling is prohibited. The technology is to be used primarily for professional and/or educational benefit.

Law Enforcement

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order.

Lockers

Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not students are present. The parents will be notified if any prohibited items are found in the student's locker.

Students MAY NOT change lockers at any time during the year unless the office grants permission.

Lost and Found

A "Lost and Found" department is located in the campus office. Found articles should be turned in promptly and lost articles should be claimed within a reasonable time (10 days). All items not claimed by the end of each trimester will be donated to charity.

Medications

The following is a summary of what you will need to do if your child must be given medication at school:

Prescription medications:

- 1) Must be in a properly labeled bottle for school by the pharmacist.
- 2) Must send a note requesting the school give the medication. The note must include name of medication, dosage, when it is to be given, parent's signature and date.
- 3) In some instances parents may be required to bring the medication to the school.

Nonprescription medications:

- 1) Must be in the original container with student's name on it.
- 2) Must send a note requesting the school give the medication. The note must include the name of medication, dosage, when it is to be given, parent's signature and date.
- 3) In some instances parents may be required to bring the medication to the school.

Messages / Deliveries for Students

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Messages WILL NOT be relayed to students during class unless school officials determine that an emergency situation exists. Please do not ask school personnel to deliver personal messages because they have been instructed not to do so. Under normal circumstances, messages will be delivered prior to school, at the beginning and end of the lunch period, or during the student checkout time at the end of the day. **Parents or guardians will not be permitted to interrupt the student's' class time, except in the case of an emergency, which shall be determined by the administrative staff.**

Phone Calls

Students will not use the phone during school time. Students may make calls before school, during lunch and at 3:15. Other times may be allowed with approval from the office.

Public Displays of Affection (PDA)

Students are asked to refrain from obvious and potentially embarrassing public displays of affection at school and school related functions. Public displays of affection will be handled as a disciplinary infraction and punishment will be given in a progressive manner.

School Buses

Students being transported in school-owned vehicles shall comply with the Clarinda Middle School rules for conduct. Any student who fails to comply with the established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

- ◆ Each student is responsible for his/her conduct while on the bus. All school rules apply.
- ◆ Students should see that when the bus arrives at a stop, the boarding proceeds in a relaxed, safe and friendly manner.
- ◆ Students are not allowed to enter or exit from the emergency door except in case of an emergency or supervised drill.
- ◆ Students should be seated immediately after boarding the bus and remain seated. To change seats, especially while the bus is in motion, is not allowed.
- ◆ No one is allowed to stand in the door well of the bus while it is moving.
- ◆ The driver may assign seats. It is suggested that the younger students (K-2) are to be seated in the front portion of the bus, with the older students then assigned seats according to their grade level and behavior patterns.
- ◆ All students should remain seated until the bus has come to a complete stop.
- ◆ Band instruments that are too large to be held in the student's lap or placed under the seat will not be allowed on the bus on regular routes. They cannot be stacked in the stairwell or aisle.
- ◆ All parts of the body are to be kept inside of the bus.
- ◆ No objects or paper are to be thrown inside the bus or out of the windows.
- ◆ Students will not make unnecessary or loud noises. A normal conversational tone is more conducive to a safe enjoyable ride for all.
- ◆ No eating or drinking is allowed on the bus.
- ◆ No fighting, profanity or obscene gestures will be permitted.
- ◆ Vandalism or destruction of any other person's property is not permitted.

Search and Seizure

1. Searches, in general

- A. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for a suspicion that the search will turn up evidence the student has violated or is violating the law or rules of the school. Considering factors such as the following may form reasonable suspicion:
 - 1 - eyewitness observations of school personnel;
 - 2 - information received from reliable sources;
 - 3 - suspicious behavior by the student; or
 - 4 - the student's past history and school record.
- B. 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: 1 - the age of the student; 2 - the sex of the student; 3 - the nature of the infraction; or 4 - an emergency requiring the search without delay.

Tobacco, Alcohol and Controlled Substances

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. The possession of tobacco or drug paraphernalia is also forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

TYPES OF SEARCHES:

1. Personal Searches

- A. A student's person and personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal or contraband items.

TYPES OF SEARCHES CONTINUED:

- B. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - 1 - 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 and with another adult witness present, when feasible.
 - 2 - A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, 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.
 - 3 - It is recognized that strip searches and the use of a drug-sniffing animal to search a student's body are not permitted under Iowa statute.

2. Locker Searches

- A. Non-Maintenance Searches - The student's locker and its contents may be searched when a school authority has reasonable suspicion the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible, depending on the severity of the situation.
- B. Maintenance Searches - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason periodic inspections of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted periodically, all or random selection of lockers. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals.

Security Before and After School

Students are not permitted in the building before 7:40 a.m. or after 3:40 p.m. except when in the presence of a faculty or staff member. **Parents should not leave students at the school outside these hours since staff is not available for supervision.** All students should report to lunchroom if arriving before 8:00.

Skateboard Policy

Skateboards, inline skates, roller skates or other such items are not to be used on school property.

Student Management

As we prepare students to be successful in the 21st century, iPads have been provided for each individual to manage their lives electronically. Students are encouraged to enter assignments during each class period and to designate which assignments are complete and which assignments are to be done at home. We encourage the parent/guardian to review their child's progress each day. This new way of electronically managing their lives will help students with organization, being timely with assignments, and developing 21st century skills.

Talented and Gifted

Students may be nominated at any time by their parents, themselves or their teachers. The nomination is then forwarded to the TAG Committee. Further testing may be done and data from testing is analyzed. The committee will make their recommendation and parents will then be contacted.

Students who have been identified for the TAG program are served through a variety of activities in and out of the classroom. Math Counts, Geography Bee, National History Day, History Bowl and Spelling Bee are a few of the activities that TAG students are involved with.

Tardies and Early Release

Each student should enter the classroom ready to begin work when the tardy bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness or early release hinders the proper conduct of such activity and imposes a distraction, which leads to a loss of instructional time for pupils properly in attendance and denotes school time loss by the tardy pupil. Please ensure that students are at school on time, and try to limit early release days to absolutely necessary appointments. A progressive discipline plan is used per semester.

Vandalism / Care of School Property

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

Visitors

All visitors must register in the main office and secure the necessary permission from the principal to visit. Permission shall not be granted to guests making purely social calls. **Parents or guardians will not be permitted to interrupt the student's' class time, except in the case of an emergency, which shall be determined by the administrative staff.**

Students may not bring guests to school except in special situations that have the prior approval of the principal. Guests are not allowed to attend classes. Persons visiting campus who fail to register and fail to receive permission will be considered trespassers.

Weapons

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

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

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

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

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Jurisdictional Statement

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 appropriate to their age and maturity level 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.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; 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 principal has the authority to assess reasonable penalties for any offense that may occur, but which is not specifically noted in this handbook. Students or parents with questions or concerns may contact the school office for information about current enforcement of the policies, rules, or regulations of the school district.

PARENT NOTICE SECTION 504 OF THE REHABILITATION ACT OF 1973:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Clarinda School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Clarinda School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

PARENT NOTICE SECTION 504 OF THE REHABILITATION ACT OF 1973 CONTINUED:

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Josh Porter, High School Principal-Activities Director, Section 504 Coordinator for the Clarinda School District, at phone number: 712/542-2132.

COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973: The **Compliance Plan** serves students, parents, employees, applicants for employment, patrons, and programs within the Clarinda Community School District, hereinafter referred to as "Clarinda Schools."

1. Clarinda Schools assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Jenn Peters, School Nurse
3. Parents are provided procedural safeguards, which are included in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
4. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of nondiscrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. Clarinda Schools has established the following local grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].)
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual: Director of Special Programs, 423 East Nodaway, Clarinda, Iowa 51632.c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Clarinda Schools will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. Clarinda Schools will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under (your state's) Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA):

It is the policy of the Clarinda School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Clarinda School District, 1423 East Nodaway, Clarinda, Iowa, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

AMERICANS WITH DISABILITIES ACT RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT NOTICE OF NONDISCRIMINATION:

The Clarinda Community School District is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our faculties, programs, activities, and employment.

It is unlawful for Clarinda Community School District to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- (a) recruitment, advertising, job application, and employment procedures;
- (b) hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- (c) rates of pay or any other form of compensation and changes in compensation;
- (d) job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (e) leaves of absence, sick leave, or any other leave;
- (f) fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- (g) selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (h) activities sponsored by a covered entity including social and recreational programs;
- (i) any other term, condition, or privilege of employment.

The Clarinda Community School District will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

The Clarinda Community School District is committed to meeting the intent and spirit of the ADA. All employees are urged in helping the Clarinda Community School District to meet this goal.

If you believe that the Clarinda Community School District has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Section 504/ADA Coordinator, 712/542-5165, 423 East Nodaway, Clarinda, Iowa 51632.

References 29 C.F.R. Sec. 1630.4, 56 Fed. Reg. 35736-35737, 26 July 1991. 42 U.S.C. 12112 (Sec. 102[b]).

NON-DISCRIMINATION POLICY STATEMENT:

The Clarinda Community School District offers career and technical programs in the following service areas: agricultural education, business education, family and consumer sciences education, and industrial education.

It is the policy of the Clarinda Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Deron Stender, Superintendent, 100 North Cardinal Drive, 712-542-5167, dstender@clarindacs.org