



**Educating Everyone Takes Everyone
Student Handbook 2013-14**

Mission: The mission of the Clarinda Community School District is to educate all students to succeed by insuring quality leadership, curriculum and instruction.

Beliefs:

All people can learn.
Learning is life long.
All people have inherent worth.
Individual differences must be recognized and respected.
Education is essential to personal growth and community development.
Education is a responsibility shared by the individual, parents, families, school, and the community.
Environment affects learning.
We can shape the future.

School Song:

THE CARDINAL
(The Clarinda Fight Song)
Hail to CHS Hail to CHS
We've got our banners before us
Ever before us. Banners are flying
Cardinals are trying.
Hail to CHS. Hail to CHS.
We've got a team good and true
We're always fighting for you
We're out to make you win.
C-L-A-R-I-N-D-A

School Colors: Cardinal Red & Black
Mascot: Cardinal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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ATTENDANCE

ATTENDANCE POLICY: Regular attendance is absolutely necessary for a student to gain the maximum benefit from his/her educational experience. More and more employers, colleges and vocational schools are checking on attendance records for absences and tardiness. They are aware that good and prompt attendance develops dependability in a student. There is an obvious correlation between achievement and attendance. The Board of Education supports this view by restricting excused absences to the following:

1. illness of the student (3 or more consecutive days will require a medical excuse)
2. death or emergency illness in the family
3. doctor/dental appointment unable to be scheduled another time
4. court appearance
5. family/religious activity which is cleared in advance of activity
6. school-sponsored activity
7. family emergencies

Parents are expected to telephone the school office to report student absences in advance of the start of school, if possible, and in all cases by 9:30 a.m. of the day the absence occurs. Any absence that occurs without advance notification by the student's parent will be classified as "UNEXCUSED." Students issued unexcused absences may be assigned detention(s), Saturday School(s), or in-school alternate placement(s).

Any absence which does not meet any of the criteria listed above for an excused absence, but there was parental knowledge of the absence, will be classified as un-excused. Un-excused absences include, but are not limited to: oversleeping; missing the bus; car problems; shopping; hunting; concerts; hair appointments; sports physicals; taking, or picking up proofs for senior pictures; getting drivers license/permit; or working for someone other than a parent.

Make-Up Work

If a student knows that an absence will occur, the student should contact the office in advance of the absence. Advance make-up work should be completed, if possible, before the absence takes place. Make-up work assigned for excused absences will receive full credit if turned in on time. Any make-up work turned in after the deadline for completion will receive zero credit.

The responsibility rests with the student for arranging to make up work. Student should make contact with his teacher either before or after school. A student has two days for each day of an excused absence to turn in make-up work assigned, except when the absence has been more than three consecutive days. In this case, more time may be given dependent upon the individual case, with the teacher and student determining when make-up work will be due. Announced exams must be taken on the day the student returns to school.

Truancy

Any absence that occurs without parental knowledge will be classified as truancy. A student can be truant for the entire school day, a partial school day, or from a class or study hall. Parents will be notified if a student is truant from school. The consequence for truancy will be alternate placement (in-school, out-of-school, or Saturday School). The principal will determine the number of days for the alternate placement. Make-up work

will not be allowed for truancy. Excessive truancy, which is more than three (3) incidents in a Trimester, may result in the loss of credit in courses impacted.

ATTENDANCE AND CO-CURRICULAR PARTICIPATION: Any student who is absent any part of the school day (excluding field trips and excused appointments) shall not attend or participate in any performance, rehearsal, game, meet, contest, or practice that calendar date unless cleared with the principal or associate principal prior to 3:15 p.m. that day.

EXCESSIVE ABSENCE POLICY: The excessive absence policy is based on the fact that something important happens in class every day and that the interaction with teacher and students can never be exactly duplicated.

In order for the Clarinda High School staff to do the best possible job of educating the students entrusted to them, the student must be in attendance. A successful educational program requires the cooperation of the parent, the student, and the staff at all points of the process. One of the most vital points is student attendance. The following policy has been developed to encourage good attendance:

1. First notification of excessive absenteeism - A Four-Day Attendance Report will be prepared for any student who reaches four (4) absences in a class during the Trimester. The high school office will contact the student and obtain the student's signature after the fourth absence in a class. At this point, the principal will conduct a conference with the student and may refer the student to the Teacher Assistance Team Committee to evaluate the student's progress toward successful completion. Students will be encouraged to provide documentation (notes from doctors, dentists, etc.) for any past and all future absences. The notice will be mailed home to the parent/guardian.

2. Final notification of excessive absences, A Seven-Day Attendance Report, will be prepared for any student who reaches seven (7) absences from a class during the Trimester and has not provided adequate supporting documentation. At this point, the principal will confer with the student regarding "No Credit Status" and provide the student with a prescription for improvement. This prescription will define the terms the student must abide by to maintain credit in a course. Failure to abide by the prescription may cause the student to be denied credit. In such cases, the student will remain in class. If the student feels that justifiable or extraordinary circumstances have contributed to his noncompliance with the terms of the prescription, the student may file an appeal for credit.

An appeal may be considered if all of the following conditions have been met:

- A. An appeal Form was completed and returned to the office by the date specified on the form.

- B. Attendance after the seven-day notice was issued has been satisfactory.

- C. The student has supplied reasons for all absences, indicating that they were the result of justifiable or extraordinary circumstances.

- D. Appropriate doctor statements, if applicable, have been filed in the office.

- E. All class work has been satisfactorily completed.

- F. Class objectives have been accomplished.

STUDENT APPEAL FOR CREDIT - PROCEDURE:

1. The high school principal will give notice to any student who reaches "No Credit Status" as a result of excessive absences.

2. Any student denied credit as a result of excessive absenteeism would be issued a "Student Appeal for Credit Form". The office will fill in the number of absences and the due date at the time the form is given to the student.

NOTE: An appeal deadline is established within the last week of each Trimester. If a student's excessive absences earn "No Credit Status" after the deadline, the due date of the appeal for credit form will be extended up to one week after the last absence.

3. Students will have the opportunity to explain and validate their attendance record on the appeal form. The student and a parent/guardian must sign the appeal form.

4. The student must return the appeal form to the office by the due date noted.

5. When the appeal form has been appropriately completed, the appeals committee will review the data provided, question the student (parent/guardian is encouraged to attend), make a decision, and notify the student and parent/guardian in writing of their decision.

ADDITIONAL GUIDELINES: Absences which are due solely to hospitalization or long-term home illness will not be counted in the seven-day limit if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question.

Class absence as a result of approved school activities will not count within the seven-day limit. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

Students denied course credit based upon excessive absences may utilize the due process procedures available at Clarinda High School. Students who desire to appeal the principal's and teacher's decision must notify the superintendent within five days of notification of the decision, and return a completed form to the superintendent's office.

LATE: Students reporting to class more than ten (10) minutes late but arriving within (20) minutes from the start of class will be considered LATE. This is considered an un-excused absence but a single incident does not impact Open/Off Campus. On the first occurrence, students reporting late to one class period will be asked to serve one detention. A second incident within a Hex will require the student to serve two detentions and lose Open/Off Campus privileges. A third incident within a Hex may require the student to serve a Saturday School Detention.

TARDY POLICY: Tardies to school and/or class will be recorded and monitored in the office. A student's history of tardies will be maintained on a HEX (6 weeks) basis. A tardy is defined as arriving late to class ten (10) minutes or less for un-excused reasons. Consequences for tardies:

- 1-2 tardies - students learning to be punctual
- 3-4 tardies - a detention for each tardy
- 5-6 tardies - 1 day in-school or Saturday Detention (2 hr.)
- 7-more tardies - 2 days in-school or Saturday Detention (4 hr.)

TARDY TO CLASS: Passing time is four (4) minutes. This is adequate time to take care of all hallway business and arrive at the next class on time. Tardies will be monitored by HEX (6 weeks). Teachers will be responsible for notifying students of their tardy status and reporting tardies to the office.

1. Students arriving late for school in the morning must report directly to the office. Good reason will be excused.
2. Tardiness between classes can only be excused by a written note or pass from the teacher who detained the student.
3. Teachers are authorized to excuse between-period tardies for good reason.

TIME SCHEDULES

REGULAR SCHEDULE

Pr. 1 Start 8:25
Pr. 6 End 3:12
61 min. class periods

1 HR EARLY Out

Run all periods:
50 min. class periods

2 HOUR EARLY OUT

Run all periods:
40 min. classes

2 HR LATE START

Run all periods:
40 min. classes

PEP ASSEMBLIES

Run all periods:
classes cut 4 min.

1:20 EARLY OUT

Run all periods:
43 min. classes

RIGHTS AND RESPONSIBILITIES

CARS AND MOTORCYCLES: Driving a motor vehicle to and from school is a privilege - not a right. Permission to drive to and from school can be removed by poor driving habits in and around the schools, as reported by school staff, students and/or patrons. In order to ensure maximum student and vehicle safety and to prevent complaints concerning student driving, several regulations need to be observed.

A. Students are to park in the student parking lot on the north end of the building.

B. Vehicles are to be parked in designated areas/spaces.

C. Vehicles are never to pass a parked bus loading or unloading students in front of the school.

D. Vehicles should not block or interfere with the passage of other vehicles.

E. Students are not to be in the parking lot during the school day without special permission from the principal

F. Students are not to loiter in their vehicles upon arrival to or prior to departing from the school parking lot.

G. Parking in the fire lane is prohibited.

H. The front drive is for buses only at loading or unloading time. Vehicles must use the northeast entrance/exit during this time. No traffic is permitted in front parking lot while buses are loading and unloading.

I. Do not pick up riders other than family members at the other attendance centers in your vehicle.

J. Be extremely careful, using a low rate of speed when buses are in and around the loading/unloading areas of the attendance centers, as many students are changing buses for different destinations.

K. Interference with bussing of students from center to center is considered a violation of civil law and any violators will be reported to the proper authorities.

L. Do not park in any Handicapped designated area without proper authorization.

COMPLAINTS AND GRIEVANCES: It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the teacher or other licensed employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student may discuss this matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

FREEDOM OF EXPRESSION: Under the U.S. Constitution, all individuals have the right of freedom of expression. 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.

INTERNET ACCESS

A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.

B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.

2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

3. The smooth operation of the network relies upon the proper conduct of the user, who must adhere to strict guidelines that require efficient, ethical, and legal utilization of network resources.

4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmissions of material, information, or software in violation of any board policy or regulation is prohibited.

6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.

7. The district makes no guarantees as to the accuracy of information received on the Internet.

Permission to Use Internet - Parents shall grant permission for their student to use the Internet, using the prescribed form.

Student Use of Internet

A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

B. On-line Etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, a student 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.

2. Students should adhere to on-line protocol:

a. Respect all copyright and license agreements.

b. Cite all quotes, references, and sources.

c. Remain on the system long enough to get needed information, then exit the system.

d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

3. Student access for electronic mail will be through the supervising teacher's account/their own account. Students should adhere to the following guidelines:

a. Others may be able to read or access the mail, so private messages should not be sent.

b. Delete unwanted messages immediately.

c. Use of objectionable language is prohibited.

d. Always sign messages.

e. Always acknowledge receipt of a document or file.

C. Restricted Material - Students shall 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.

D. Unauthorized Costs - If a student gains access via the Internet to any service which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Student Violations - Consequences

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or to the following consequences:

1. First Violation - Written notice will be issued to the student. A copy of the notice will be mailed to the parent. The student will lose Internet access for a period of six (6) weeks.

2. Second Violation - A second written notice will be issued to the student. A copy of the notice will be mailed to the parent. The student will forfeit Internet privileges for the remainder of the year.

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

LIBRARY COMPUTER LAB: The following is a list of rules all students are to follow when using the Library Computer Lab:

1. The Library Computer Lab may be available from 8:20 a.m. until 3:15 p.m. Students seeking access to a computer prior to the start of the school day should go to the library.

2. Open/Off Campus students must have a pass from a teacher to access the lab.

3. Students in study hall and "Open/Off Campus" must have a pass from a teacher to go to the Library Computer Lab. No student will be allowed to sign out of study hall to the computer room without such a pass. (Note: students will not be excused from study hall to secure a pass from a teacher after they have reported to study hall.)

4. Students are not allowed to be in chat rooms during the school day. Students are not to access electronic mail during school hours (8:20-3:15) unless under immediate teacher supervision.

5. School-related applications have priority.

6. No **food, gum, or drinks** are allowed in the Library Computer Lab.

Any student in violation of any of the above rules will be denied access to the Library Computer Lab. The nature of the offense and the student's history of violations will be considered when determining the length of the suspension of privileges.

LOCKERS: Freshmen are assigned lockers in the freshman wing of the building. Do not give your locker combination to another student. Please do not place pop, empty cans, or trash in your locker. Lockers should remain closed when not being used. Legally, the lockers belong to the school district and are therefore subject to inspection by school staff members. Periodic checks for cleanliness or searches for missing school or personal property will happen without notification. Fees will be assessed for damaged lockers.

OPEN/OFF CAMPUS GUIDELINES: Juniors and seniors may apply for Open/Off Campus privileges. Students do not have a right to Open/Off Campus; it is an option provided those juniors and seniors who have demonstrated a high level of maturity and can handle the responsibilities of a less structured school environment. Students on Open Campus are required to be in attendance during the times that their classes are in session and for scheduled assembly programs. Seniors who are passing all classes and exhibit responsible behavior are not required to attend first or sixth period study halls. Juniors who are passing all classes must have earned Open Campus privileges to be excused for any portion of the school day, including study hall first or sixth period. It is very important that students on Open Campus are in school for their classes. The Open Campus option is

awarded to students who have earned a GPA of 2.60 for the previous grading period and received passing grades in all courses.

Students opting for Open/Off Campus must adhere to the following responsibilities:

Exhibit responsible behavior, defined as:

1. Students must be on time for class.
 - A. Any student reported tardy three or more times in a HEX will forfeit his Open/Off Campus for the remainder of that HEX.
 - B. Students late (10 or more minutes) on two occasions in a Hex will forfeit their Open/Off Campus for the remainder of the HEX.
2. Students reported un-excused for any part of the school day will forfeit their Open/Off Campus for the remainder of that HEX (in-school and out-of-school alternate placement are considered un-excused absences).
3. Repeated violations of school rules/policies may result in the forfeit of Open/Off Campus.
4. Students will forfeit their Open/Off Campus if found with a truant or un-excused student.
5. Students found to have violated the Good Conduct Policy will forfeit their Open/Off Campus for the term of the Good Conduct ineligibility.

Abide by the following guidelines:

1. Students reporting to campus must be in either a supervised classroom or study area. Loitering in the hallways, school parking lot, student vehicles, general school grounds, or being in an unsupervised area will not be tolerated and is cause to terminate "Open/Off Campus".
2. Open/Off Campus students must have a pass from a teacher to access the Library Computer Lab.
3. Students are responsible for reading the daily announcements and being alert to altered time schedules. Announcements will be posted outside the office.
4. Students are to be sure to clean and reorganize the area within the Commons they occupy during Open/Off Campus.
5. All schoolwork must be current.
6. Students must be in attendance for all classes to be eligible for co/extracurricular activities.
7. Open/Off Campus students may not provide carryout food for themselves during lunch or for other students anytime.
8. Parents must have signed a completed Open Campus application and the application must be on file in the office for a student to be eligible for Open Campus.

(Note: A parent or the principal may remove Open/Off Campus privileges from a student at any time.)

PUBLICATIONS: Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards journalism when choosing which information to publish in school-sponsored publications.

SEARCH AND SEIZURE: School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities. In an attempt to maintain a drug free environment, the administration may elect the help of the county drug dog to assist in random searches.

Items disruptive to the safe and orderly operation of the school will be confiscated. Such items may include laser pointers, beepers, cellular phones, toys which distract the student or others, weapons or weapon look alike. Possession of such items may result in immediate alternate placement or suspension.

TRIMESTER EXAMS (Grades 9-12): All students are required to take Trimester tests. Students are required to remain in the building during testing. Students are to remain in the classroom when they are finished with the Trimester tests. Students who fail to report for tests as scheduled and have no valid excuse (illness) must make up time missed (detention or Saturday School).

SIGNS, BANNERS, POSTERS: Signs, banners and posters may be posted with permission from the office.

VIDEOTAPING: Videotaping of classroom activities is allowed at the discretion of the administration.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

BUS DISCIPLINE PROCEDURES: The driver is responsible for the orderly conduct of the passengers. While on the bus, the student is under the authority of, and directly responsible to the bus driver. Students should not consume food and/or beverages on the bus while traveling to and from school. In the event a student's conduct is inappropriate while being transported to and from school, the following could result, but not limited to:

Step 1. A letter explaining the incident and a copy of the bus policy will be sent to the parent or guardian. The student will be disciplined.

Step 2. A letter explaining the conduct and a copy of the bus policy will be sent to the parent or guardian. The student will be suspended from bus privileges not to exceed five days.

Step 3. A letter explaining the incident, a copy of the bus policy and the due process/hearing procedure will be sent to the parent or guardian. The student will be suspended from bus privileges pending the result of the hearing with the Board of Education.

Habitual offenders - those student riders whose privileges have been suspended by the Board during one academic year could start on Step 2 or 3

of this procedure the next academic year. If the offense jeopardizes the safety of the students and driver, action may be processed at Step 3.

CARE OF SCHOOL PROPERTY/VANDALISM: 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.

CHEATING OR PLAGIARISM: Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process. Cheating includes copying someone else's work (from any source) and presenting it as your own, using someone else's ideas or concepts and representing them as one's original thoughts or ideas, allowing someone to copy your work, or the use of crib notes. Individuals found to be cheating will be subject to the following consequences: 1st offense - a grade of zero will be given for altered work, conference with the teacher, parent notification, and notice to the office. 2nd offense - a grade of zero for altered work, some form of alternate placement, and a conference with student, parent, teacher, and administration. 3rd offense - student will be dropped from class with a grade of "F".

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

CONFERENCE with the student that may include a parental conference also. A conference should be viewed as a warning.

PROBATION is conditional attendance during a trial period. Probation may be imposed by the principal or other person in charge of the attendance center for infractions of school rules that do not warrant the necessity of removal from school.

DETENTION time may be assigned. This is time to be served before or after school. A detention received through the office is 45 minutes in length (7:30-8:15 a.m. or 3:15-4:00 p.m.). Students have two days from the date of the infraction to serve a detention. Failure to serve the detention by the deadline will result in additional disciplinary action.

SATURDAY DETENTION will be assigned for two hours on Saturday from 8:00-10:00 a.m. Saturday detentions may be assigned for failure to serve a regular detention or excessive tardiness. Saturday detentions may also be used in situations deemed appropriate by the principal. Failure to serve an assigned Saturday detention will result in some form of alternate placement.

SATURDAY SCHOOL DETENTION is the attendance of a student on a non-school day. Saturday School Detention will be held from 8:00 a.m. to 12:00 p.m. Saturday classes may be held for students who require discipline for an action which is severe enough to warrant something other than a detention. The determination concerning whether an incident will be awarded a detention, alternate placement or a suspension will be at the discretion of the administration. Students assigned Saturday Detention may not participate in any public performance on the day of the alternate placement or suspension. Failure to serve an assigned Saturday Detention will result in additional alternate placement or suspension.

IN-SCHOOL ALTERNATIVE PLACEMENT is the detention of a student in a designated area within the district throughout the school day. Students

on in-school alternative placement must report to their assigned area by 8:25 a.m. and are dismissed at 3:15 p.m. In-school alternative placements are assigned by the administration for school rule infractions which are serious, but do not warrant the necessity of removal from school. Students on in-school alternative placement may not participate in any public performance on the day of the alternative placement. A student will not be allowed to return to regular classes until he has served the full term of the in-school alternative placement. During the in-school alternative placement, credit will be awarded for work completed and handed in upon the student's return to class. Assignments not completed at this time will receive a zero.

OUT-OF-SCHOOL SUSPENSION is the removal of a student from the school environment for a period of short duration. The administration may suspend a student for up to five (5) days. The superintendent may suspend a student for up to ten (10) days. This option is employed when a student's behavior creates a hostile environment or represents a gross or chronic infraction of school rules. Credit will be awarded for all completed assignments handed in upon a student's return to school. Assignments not completed upon a student's return to class will receive a zero. A student is not allowed on school property while serving a out-of-school alternate placement or suspension.

EXPULSION is the removal of a student from the school environment by the Board of Directors. Upon the recommendation of the Superintendent or his/her designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

DANGEROUS WEAPONS: Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student may be subject to further disciplinary action.

DETENTION TIME: Students assigned detention time will be required to make up the time between 7:30-8:15 a.m. and/or from 3:15-4:00 P.M. Detention time must be made up within two days of the infraction. Failure to make up a detention by the due date will result in a two-hour Saturday detention or 1 day of in-school alternative placement. A student may be assigned detentions for tardiness, poor behavior, disruption of class, failure to follow rules and policies of the school, and/or failure to do classroom work. Receiving multiple detentions during a Trimester for behavior reasons may result in following actions:

1 to 4 detentions -	serve detention
5th detention -	serve detention, conference with principal
6th detention -	serve detention, conference with parent
7th detention -	Some form of alternate placement or suspension and referral to Superintendent

DISCIPLINE PROCEDURE: In most cases, the individual teacher will handle his/her own discipline problems. If a student's self discipline is ineffective, staff members reaction to discipline problems may include, but are not limited to, the following:

1. Discussion and notification of the problem to the student.
2. Notification and /or conference with the parent.
3. Guidance assistance.
4. Detention.

If the teacher cannot satisfactorily solve the problem, the principal will use the necessary means to correct the problem behavior. These means may include, but are not limited to:

1. Conference with the student and/or parent.
2. Probation.
3. Detention
4. Saturday Detention (Saturday - 8:00 a.m. - 10:00 a.m.)
5. Saturday Full Detention (Saturday - 8:00 a.m. - 12:00 p.m.)
6. In-school Alternate Placement. (School Day -8:25 a.m. – 3:15 p.m.)
7. Out-of-school alternate placement or suspension.
8. Recommendation to the Superintendent and the Board of Education for expulsion of up to one term of school.

DUE PROCESS: Due Process occurs when these steps have been followed:

1. A violation of rules, regulations, policies or law takes place and the accused is informed or charged with a specific violation.
2. The person accused is given an opportunity to respond with their side of the situation.
3. Action is taken or a decision is made at this point and the due process procedure may end here.
4. The person found to be guilty has a right to appeal the action taken to the next level of authority if they do not agree with the action that is to be imposed.

GOOD CONDUCT POLICY (revised 2000-01)

GOOD CONDUCT POLICY:

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

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

Education is a right of the student and it is not intended 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:

- To promote the growth of responsible citizenship in the student body.
- Emphasize school concerns for the health and welfare of the students, both physically and emotionally. To assist them in becoming helpful, productive citizens of the community.
- To provide an understandable policy and one that can be applied as fairly as possible.
- To confirm and support the existing state laws.

- To establish standards of conduct for all students.
- To assist students who desire to resist peer pressure which directs them towards the use of mood-altering chemicals.
- To assist the students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

GOOD CONDUCT RULES:

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 rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, NHS, all co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (e.g. Homecoming Court, class officer, student council, cheerleading, flags, winter guard, TAG contests, or any other privileged activity (e.g. Open/Off Campus, dances to include Prom, Senior Trip) 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 Within the Student’s High School Career - Up to six (6) weeks of ineligibility.

Second Offense Within the Student’s High School Career - Up to ten (10) weeks of ineligibility.

Third Offense (and each subsequent offense) Within the Student’s High School Career - Up to twelve (12) calendar months of ineligibility.

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 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, and participates in an eight (8) hour educational/evaluation program as prescribed by the school district.

Third Offense - No reduction options.

DUE PROCESS PROCEDURES

Suspension Procedure:

1. In the event of an alleged infraction for which ineligibility may be enforced, an administrator of the school in which the student is enrolled shall investigate the alleged infraction.

2. If the investigation discloses the probability of an infraction, a hearing with the student shall be held by a school administrator. During this hearing, the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side.

3. The administration will make a decision on the case and inform the student of such. A written statement of findings from the hearing shall be compiled and the student and parents provided a copy. This will include: determination of a Good Conduct violation; if founded, the length of the suspension; and a statement advising the student of appeal procedures.

APPEAL PROCEDURE

Any appeal procedure following the initial decision by the administrator shall not delay the suspension as determined by the administrator, and in such instance the suspension shall remain in effect until such time as the decision of administrator has been reversed by one of the appeal bodies.

Any student who is found by the administration to have violated the Good Conduct Rule may submit a written request to appeal this determination to the Appeal Committee or proceed directly to the superintendent within three (3) school days from the Hearing Officers finding. At the written request of any aggrieved student, an Appeal Committee will be convened within three (3) school days for the purpose of reviewing the suspension and, by majority vote, report their determination to the Hearing Officer. The Appeal Committee has authority to sustain or remove suspension. The Appeal Committee will consist of five persons as follows:

1. A coach/activity sponsor not impacted by the appeal outcome.
2. Any member of the faculty not impacted by the appeal outcome.
3. A faculty member designated by the student, who would not be impacted by the outcome of the appeal.
4. Two students selected (from the “Open Campus” list students) by the Appeal Committee facilitator not impacted by the outcome.

Note: The "Appeal Committee facilitator" will be a member of the high school faculty or administration (other than the Hearing Officer).

Upon receiving the determination from the Appeal Committee, the Hearing Officer shall notify the student of any changes in the suspension within two (2) school days.

An aggrieved student has three (3) school days to appeal the initial decision of the Hearing Officer and/or the Appeal Committee determination by submitting a written request to the Superintendent. The student and parent/guardian will be given prompt notice of the time and place of such hearing. The Superintendent has the authority to sustain or remove the suspension. The Superintendent shall make the final decision within five (5) school days from date of hearing.

The action of the Superintendent may be appealed within three (3) school days to the Board of Education, who shall have the same authority as the Superintendent. The Board of Education shall make their decision within ten (10) days from the time the written request to appeal is submitted.

INITIATIONS, HAZING, BULLYING OR HARASSMENT:

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - *what, when and where it happened;
 - *who was involved;
 - *exactly what was said or what the harasser or bully did;
 - *witnesses to the harassment or bullying;
 - *what the student said or did, either at the time or later;
 - *how the student felt; and
 - *how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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, familial status or other protected classes includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and

suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

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

demeaning jokes, stories or activities.

Students who believe they may have been abused by a school employee should contact elementary counselor at 542-4510 or middle school principal at 542-2132 (Level I Investigators).

PERSONAL ELECTRONIC DEVICES: Students may use personal electronic devices for classroom activities with teacher approval. Electronic devices include, but are not limited to I-Pods, CD players, and cellular phones. However, teachers have the option to collect student cell phones and electronic devices at the beginning of each class to reduce the risk of interference.

Laser pointers are considered dangerous items and are not permitted at school or on school grounds. Laser pointers will be confiscated. Additional discipline may be imposed depending on the circumstances. (Note: Laser pointers may be used as a presentation aid if supervised by faculty.)

RULES GOVERNING STUDENT BEHAVIOR: Be present and on time. Good attendance is important to succeed in school. The tardy policy will be enforced by the classroom teacher. Students should remain in their seats until dismissal time.

Bring learning materials to class/be prepared for class. Students are expected to come to class with pen/pencil, paper/textbook, notebook/folder, workbooks, etc. Passes to lockers for the above materials will not be issued. Students are expected to come to class with completed assignments/homework. Students will be expected to come to class ready to learn.

Students are expected to follow directions of high school staff. Failure to follow staff directions is called insubordination and will not be tolerated.

Students should act with courtesy toward staff and other students. Both your actions and words should reflect courtesy.

SATURDAY SCHOOL GUIDELINES: Saturday school may be held for students who require discipline for an action which is severe enough to warrant a consequence greater than a detention but not a removal from the academic day. The determination concerning whether an infraction will be awarded a detention, alternate placement, or Saturday School will be at the discretion of the administration.

Saturday School will be held from 8:00 a.m. to 12:00 p.m. Students may be awarded either a Saturday Detention (8:00 a.m. to 10:00 a.m.) or a Saturday Detention (8:00 a.m. to 12:00 p.m.). Students will be allowed one

break of ten (10) minutes at 10:00 a.m. Students are to enter the building through the main doors on the east side of the high school. No student will be admitted to Saturday School after 8:10 a.m.

Students reporting to Saturday School must be working on regular classroom assignments, class-related study, or a similarly constructive project (no sleeping). All school rules are in force during Saturday School. All work materials, books, supplies, etc. are to be brought to the detention room at the beginning of the session.

If a student is asked to leave Saturday School because of misbehavior, he will be awarded two additional dates of alternate placement. Any student earning an un-excused absence from Saturday School will be awarded two additional dates of alternate placement. These additional dates may be in-school, out of school, or Saturday detentions.

Any student who fails to serve a Saturday School will be ineligible to participate in and/or attend any extracurricular contests/events that day. Any student who fails to report to a Saturday School may be suspended from extracurricular activities until the full term of the additional alternate placement has been served.

Students are responsible for arranging their own transportation to and from Saturday School.

Parents will receive a written notification if their son/daughter is awarded a Saturday School.

STUDENT APPEARANCE: Dress must be clean, in good condition, in good taste and not interfere with the health, safety and learning process of other students. Clothing causing damage or required maintenance to school property (rivets, cleats, etc.) may not be worn. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. Students are not to wear bare midriff shirts/blouses; halter tops, tops with spaghetti straps or bare shoulders; short shorts or mini skirts. Students are not to wear sleeveless t-shirts or sports jerseys unless they wear an undergarment. Students are not to wear hats or head coverings (bandannas) while in the building until after 3:15 p.m. Physical education clothes may be worn only in the gym. Sponsors may require special appearance on activity or field trips.

STUDENT BEHAVIOR: Guides concerning Habits, Attitudes, and Behaviorism of School Youth to Promote Good School and Community Citizenship are listed below:

Habits, Attitudes and Behaviors that are to be encouraged:

1. High standards of academic achievement in relationship to individual ability.

2. Good sportsmanship at all times.

Habits, Attitudes and Behavior that are not to be tolerated:

1. Excessive or unwarranted absence or tardiness.

2. Swearing and/or obscene gestures and/or use of obscene language or writing on and/or defacing of school or personal property of any kind.

3. Fighting or physical contact in a confrontational manner with a student or school employee at school, on school grounds, or at any school activity (home or away). Law enforcement authorities may be notified and charges may be recommended.

4. Derogatory and/or slanderous remarks toward or about any member of the faculty or student body.

5. Borrowing or unlawful taking of things that are not rightfully yours without consent of owner.

6. Public displays of affection will not be tolerated although we support student relationships. Parents of offenders may be notified.

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

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

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

TOBACCO, ALCOHOL, 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.

GENERAL OPERATING PROCEDURES

ANNOUNCEMENTS: Announcements will be sent electronically to all classrooms and posted in the building prior to the second period of the day. Teachers are asked to draw attention to the announcements during their second period classes.

ASSEMBLY PROGRAMS: Several special programs will be presented during the year that have entertaining, as well as educational, value. Should you not wish to attend an assembly due to religious or other personal reasons, please contact principal prior to the start of program.

CAMPUS RESTRICTION: Senior high students shall not be permitted to leave the campus between the time of arrival each morning and the hour of dismissal from regularly scheduled classes unless appropriate check-out procedures are completed or has Open/Off Campus privileges.

CLASS MEETINGS: Several times during the year the classes will meet to take care of certain kinds of business (i.e., prom, homecoming, etc.). These meetings will take place as follows:

Seniors - Auditorium	Juniors - Commons
Sophomores - Band room	Freshmen - Gymnasium

DANCE REGULATIONS: All school-sponsored dances must be approved by the principal. The admission gate for all dances will close one hour after the beginning of the dance. No one will be admitted after this time unless special arrangements have been made with the principal. Anyone leaving during the dance will not be readmitted. Violators of the good conduct rule are barred from school dances. Any organization sponsoring a dance must secure a dance permission form from the principal and have it completed and turned in to the office one week before the scheduled dance.

EIGHTEEN-YEAR OLDS: The legislature granted adult rights to eighteen year olds. The legal age does not allow more or less privileges than other members of the student body. School policies will apply to all students, regardless of age.

FIELD TRIPS: Field trips are an extension of the classroom and conduct on such trips will determine future field trips.

FOOD, POP, GUM AND CANDY: Food, pop, and candy are not allowed in the classroom (exception - study halls at teachers discretion). Students are asked not to collect pop cans in hall lockers. Rules concerning gum will be handled at the discretion of the individual teacher. If gum is permitted, the wastebasket is the only proper place for its disposal.

FUND-RAISING: Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fund-raising by students for non school-sponsored events is not allowed.

LEAVING THE SCHOOL DURING SCHOOL HOURS: Students will be allowed to leave the school grounds during school hours only with prior authorization from their parents and the office. Approved reasons for leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, junior and senior Open/Off Campus, and other reasons approved by the administration.

LIBRARY: The Library will normally be open from 8:00 a.m. until 3:30 p.m. each school day, except for lunchtime. Use of the Library at other times requires special permission from the Teacher Librarian. The purpose of the Library is to make available print and non-print materials that will enhance student learning and understanding. In order that the library functions effectively for all students and staff, these guidelines must be followed:

Circulation Procedures: All materials shall be properly checked out by all students and teachers before being taken from the Library. Each person desiring to check out material should sign his/her name on the circulation card, be sure the card and book are properly stamped, and return all materials promptly to the Library for check-in.

The loan period for books and other materials will normally be for a two-week period. The books or materials may then be checked out for one more two-week period if no one else has requested them and if the books or materials are presented at the circulation desk for rechecking.

At the end of each 2-week period, all books/materials are to be checked in. This does not apply to reserved materials or overnight loans.

Books or materials which will have excessive use because of specific assignments will be placed on reserve at the request of the teacher. These reserves will be available at the circulation desk for use in the Library or overnight loan only.

Materials or overnight loans will not be checked out until 3:25 p.m., and they will be due at 8:15 a.m. the following school day. These materials must be returned when due. Illness or absenteeism does not excuse the student from the responsibility of returning the material.

For materials lost or damaged, the cost of replacement or repair shall be assessed the student to whom the item was loaned.

Repeated failure to follow circulation policies may result in restriction of Library privileges.

Reference books are to be used in the library only. The Teacher Librarian serves as the building coordinator for library materials. Students or teachers desiring non-print materials or equipment should contact the Teacher Librarian.

Library Conduct: All persons using the Library are expected to work quietly and with an educational purpose in mind. Talking, visiting, or group studying is not permitted without approval from the library supervisor. It is the responsibility of each individual using the Library to work quietly, avoid being noisy or disrespectful of others, and to refrain from deliberately creating a disturbance. Students who fail to act appropriately may have Library privileges restricted.

LUNCH: Money can be placed in student's lunch account before school at the Cafeteria when breakfast is being served or in the office after school starts. Students must have money in their account to be able to go through the lunch line. Excessive charges may result in a student being denied a lunch. Money cannot be placed in student's account during lunchtime. Poor self-control in the cafeteria can result in disciplinary measures. Lunch will be served in three shifts. Students will remain in the lunchroom during the lunch period unless they qualify for open lunch privileges.

SCHOOL BUILDING: Students may not be in the school building or gym in the evening, unless attending a school-sanctioned function with a faculty member in charge.

SCHOOL EXPENSES: There are possible fees students may incur while in high school. Class dues may be assessed each year. Sophomores may purchase class rings. Seniors may purchase senior pictures, announcements for graduation, and a graduation picture. A graduation fee is assessed for the cap and gown, tassel, and other graduation costs. The rings, senior pictures and announcements are made available, but are not mandatory. In most cases, take-home projects (art, shop, home etc.) requiring materials of value need to be purchased by the students, or if supplied by the school, reimbursement is necessary.

SCHOOL TELEPHONE NUMBERS:

Superintendent542-5165 Elementary542-4510
High School 542-5167 Middle School . . . 542-2132

TELEPHONE CALLS AND USE OF TELEPHONE: Students will not be called from classes except in urgent instances. The office will take messages (only from parents or relatives). Messages received will be posted in the office window. Students will be allowed to use the phone located in the commons area during their free time.

TEXTBOOKS AND WORKBOOKS: All textbooks and school-owned materials will be checked out by the teacher on the first day a course meets and checked in by the same instructor at the end of the course. Students are to bring their textbook and materials to class every day unless the teacher specifies another arrangement. Lost or damaged textbooks will be paid for by the student.

USE OF SCHOOL FACILITIES: Students are requested not be in the school building before 7:30 A.M. or after 4:00 P.M. unless they are under the supervision of a teacher or activity sponsor. Students can protect themselves by not being in the building unless they are being supervised by school personnel. In all cases, students must leave prior to the departure of the teacher or sponsor. The student locker area will be locked and secured at 4:00 p.m. each day. Students involved in extracurricular activities should take books and materials with them before going to practice.

VISITORS TO SCHOOL: Visitors to school are not encouraged. If a student wishes to bring a personal guest, he/she must personally request permission from the principal prior to the day of the visit. All visitors must wear a Visitor Badge while in the building.

GUIDANCE, GRADING, GRADUATION

COLLEGE VISITATIONS AND JOB INTERVIEWS: Juniors and seniors may be absent from school for job interviews or college visitations with prior approval of the principal, guidance counselor and parental permission. This visitation must be arranged through the guidance office. Juniors will be allowed one visit during the year and seniors two visits.

EARLY GRADUATION: Students may seek early release from high school if they complete the proper procedure. Assistance in planning must be obtained and planned with the guidance department. Parental permission and scheduling must allow for the increased course load necessary. Early releases will participate in Prom and spring commencement. The freshman-sophomore level is the time to consider early release. Consult the guidance counselor no later than the second term of the sophomore year if this appeals to you.

GRADE CLASSIFICATIONS:

Student must have earned the following number of credits:

To be classified a Sophomore	11 credits
To be classified a Junior	22 credits
To be classified a Senior	33 credits

GRADING SYSTEM: A standard letter grading scale is used throughout the school. In order to give a closer evaluation of students, plus and minus signs are also used with the letter grade whenever necessary. Cumulative GPA. will be kept with a 4-point system.

<u>Letter Grade</u>	<u>Percentage Cut Off</u>	<u>Grade Value</u>
A	96%	4.00
A-	94%	3.67
B+	92%	3.33
B	88%	3.00
B-	86%	2.67
C+	84%	2.33
C	80%	2.00
C-	78%	1.67
D+	76%	1.33
D	72%	1.00
D-	70%	0.67
F	<70%	0.00

Additional marks that may appear on a grade report include:

I - Incomplete	S - Satisfactory (credit)
AU - Audit (no credit)	U - Unsatisfactory (no credit)
W - Withdrew (no credit)	X - work in progress

GRADUATION REQUIREMENTS:

World History	2 credits
American History	2 credits
American Government	1 credit
Social Studies Elective	1 credit
Language Arts	8 credits
Mathematics	6 credits
Science	6 credits
Health	1 credit
Phys. Ed. (4 terms)	1 credit
Elective Courses	20 credits
TOTAL CREDITS	48 credits

GUIDANCE SERVICES: The Clarinda High School Guidance Department provides each student with these basic guidance services:

1. Counseling Service --A major function of guidance is to:
 - a. Help students develop a realistic self-concept.
 - b. Help students understand others and to appreciate the inter-personal relationships basic to acceptable social adjustments.
 - c. Help students develop educational and vocational goals.
 - d. Assist students to make increasingly more mature decisions.

Counseling is the opportunity a student has to discuss these areas in a one-to-one relationship in a confidential setting. Primary areas of counseling are as follows: Academic, Career, and Personal and Social Development.

2. Student Appraisal Service -- Student Appraisal procedures are designed to provide essential information concerning individual students in the areas of achievement, aptitudes and interests. The following tests are included in the appraisal:

- a. Iowa Test of Educational Development
- b. Armed Services Vocational Aptitude Battery
- c. American College Testing
- d. Scholastic Aptitude Test
- e. Preliminary Scholastic Aptitude Test (National Merit Test)

3. Information Services -- A continuous effort is made to provide students with current information that will assist the student in keeping up with the numerous and rapid changes which are taking place. Information available in the following areas:

- a. Occupational information
- b. Financial aid information
- c. Information on post-secondary educational programs
- d. Referral for special services

4. Placement Service -- Placement deals with the satisfactory adjustment of an individual to the next situation, whether in school or on the job. Following are some of the areas of service:

- a. Help students select school subjects and plan their high school curriculum.
- b. Help students become familiar with different environments.
- c. Help students find part-time and summer employment.
- d. Help students obtain permanent employment.

The counselor is willing to work with students, no matter how simple or complex the difficulty might seem to the student. If a student is in doubt about anything, he/she should check with the guidance department for direction and help. The counselor strives to put into practice the idea that guidance is that integral part of the total educational program which attempts to provide concern for the worth and dignity of the individual.

OPEN ENROLLMENT: Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office on or before the mandated deadline in the year prior to which the student wishes to transfer. This deadline may be waived if the parents show good cause, which for the purposes of open enrollment means a change in the status of a child or change in the status of the student's resident district.

POST-SECONDARY ENROLLMENT OPTION: In 1987, the Post-secondary Enrollment Options Act was enacted to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa.

Any student interested in a post-secondary option should make application in writing to the school through the counselor or principal before enrolling. Authorization for approval of courses, institution, credit, and payment for courses must be obtained from the Board of Education in advance of the pursuance of post-secondary options, or the district assumes no responsibility or obligation.

For Post-secondary Options approved in advance by the Board of Education, the district shall pay a tuition reimbursement amount to an eligible post-secondary institution that has enrolled its resident eligible pupils as prescribed by law. The amount of tuition reimbursement for each separate course shall equal the lesser of (1) The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student or (2) Two hundred fifty dollars. Tuition reimbursements are to be made not later than June 30 of each year.

If a student fails a class or drops after the official date, they are responsible to pay for the class. All courses taken through Post-secondary Options at school expense or as part of a student's minimum course load will

be added to the students high school transcript and grades earned will be used when calculating GPA and class rank.

Any parent or student desiring more information or application forms about Post-secondary Options should contact the counselor or principal.

REPORT CARDS are issued at the end of each six-week period.

STUDENT RECORDS (OPEN RECORDS LAW): The Clarinda Community District collects and maintains records on each student, in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are limited to the following types of records: identification data, attendance data, record of achievement, family background data, objective counselor or teacher ratings and observations, and external agency reports.

RELEASE OF STUDENT INFORMATION: The following information may be released to the public in regard to any student of the school district: 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, AND THE MOST PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal. This objection must be filed by the 1st of September. It is necessary to renew this objection at the beginning of each school year. If no objection is filed, the office may release the kinds of information described above. The office will, however, use discretion as to the kinds of information released and to whom.

The records of each student are generally located in the school building which he/she is attending. Any exception will be noted by the person in charge of record maintenance for each school building. The principal of each building is the person in charge of record maintenance for each school.

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

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. In connection with a student's educational financial aid applications.
- E. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized test.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. In connection with an emergency.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school and from middle school to senior high school and when a student transfers out of the district. Those records not of permanent

importance are destroyed within five years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

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

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

TRANSFER STUDENTS:

1. Students who attended another system for less than two weeks may receive a term grade based on work completed at Clarinda High School.
2. Students who attended another system for three to four weeks may have their transfer grade averaged with grades they earn at Clarinda High School to determine a term grade. (Note: credit may be reduced.)
3. Students who attended another system five or more weeks may receive their transfer grade as a term grade (Note: credit may be reduced.)

RECOGNITIONS

ACADEMIC RECOGNITION

Academic Letter Award

An academic letter will be given to students who have a specified cumulative grade point average. A first-year letter winner will receive a CHS letter inscribed with the word "Academic". Second-year recipients will receive a "Lamp of Knowledge" pin. Third and fourth-year recipients will receive a "Year Bar". To be eligible for an academic letter a student must have a cumulative GPA of 3.5 at the end of the second term at each grade level.

Graduating with Honors

At graduation, the highest cumulative GPA will be designated as class Valedictorian, and the second highest GPA will be class Salutatorian.

Student GPA between 3.25-3.49	graduates with "Honors"
Student GPA between 3.50-3.74	graduates with "High Honors"
Student GPA between 3.75-4.00	graduates with "Highest Honors"

ATTENDANCE RECOGNITION: Any student who misses two or fewer days of school during the school year will receive a certificate recognizing his/her outstanding attendance. Students who have perfect attendance for the school year will receive a perfect attendance pin in addition to the certificate. Students unexcused from more than two periods, or assigned in-school or out of school alternate placement forfeit this recognition.

HONOR ROLL: Honor roll is computed and published each grading period. Physical Education is not used in the GPA computation. There are three honor roll distinctions:

Gold Honors	GPA of 3.67 to 4.00
Silver Honors	GPA of 3.33 to 3.66
Bronze Honors	GPA of 3.00 to 3.32

NATIONAL HONOR SOCIETY: The National Honor Society is an important part of our program at Clarinda. Every junior and senior with a cumulative grade point average of 3.00 (B) or above is eligible for consideration for the National Honor Society. A selected Faculty Council of five voting faculty members appointed annually by the principal shall meet at least once a year to consider non-selection, dismissal, other disciplinary actions, and warning cases. A rating/selection process and Faculty Council review of materials will determine new members. Criteria for selection in to the National Honor Society include outstanding Scholarship, Leadership, Service, and Character.

HEALTH AND SAFETY

INSURANCE: Students participating in athletics will NOT be required by the school to carry the special athletic insurance. The insurance will be made available for those players who wish this protection. The school will NOT be responsible for the cost of any medical services provided for athletes. A waiver must be signed by the parents of athletes not wishing to be covered by athletic insurance.

EMERGENCY AND DISASTER PLANS:

Bad Weather or Roads: In the event of bad weather or other conditions that make it necessary to close school, KMA and KMA FM Radio Station will be notified as soon as it is determined that there will be no school.

Fire Drills: Fire drills will be held from time to time and each student should be familiar with procedures of passing quickly, orderly and quietly to the outside of the building, via the shortest route to a doorway. Assemble in the designated area with the class you were in when the Drill was announced.

Tornado Warning: The tornado warning signal will be an announcement over the P.A. system. Students & staff will proceed to the designated area.

MEDICATION POLICY: Whenever possible, the parent or guardian should make arrangements so that medication can be administered at home, before and after school. However, the school recognizes that some students may require medication be given during the school day. Medications will be administered only when the following requirements have been met:

The school and school personnel are not permitted to supply aspirin, Tylenol, or other medication for internal use. No medication will be administered without written consent from the child's parent or legal guardian. A parental signature on a statement requesting and authorizing school personnel to administer the medication in accord with the prescription or parent request shall be filed at the school.

Prescription medication must be brought to the school in a container provided and properly labeled by the dispensing pharmacist with the health care provider's order for the medication. Proper labeling for school containers includes:

Name of student, Name of health care provider, Prescription number and date prescribed, Name and address of pharmacy, Name of medication and

dosage, Directions for administration and time(s) to be given at school,
Special storage instructions

Nonprescription or over-the-counter medications must be in the original manufacturer's container and labeled with the student's name. The parental request accompanying the medication must specify when the medication is to be given and the dosage for the individual student. School personnel will not exceed the recommended dosage or frequency the medication can be given as stated on the label. The nurse may determine that an over-the-counter medication ordered by a parent could be detrimental to the student. In this case, the registered nurse may refuse to administer the medication and will inform the parents in writing.

A written record of the administrative procedure must be kept for each student receiving medication. This record will include the student's name, date, medication, dosage, time given, and signature of the person administering the medication. If the medication has been prescribed by a health care provider, the prescription number, dispensing pharmacy's name, and prescriber's name will be recorded on the medication record. The medication administration records will be maintained in the office.

Medication administered by school personnel shall be kept in a locked container in a limited access storage space. Only appropriate personnel shall have access to the locked container.

Students with IEP's, as required by law, as well as students who receive controlled medications (such as Ritalin, Phenobarbital, or Codeine), must have a signed physician's authorization for each medication on file at school. This includes the name of the medication, dosage, administration route, time to be given at school, reason receiving, and possible side effects. Medication authorizations must be renewed annually and updated immediately as changes occur.

It is the parent or guardian's responsibility to provide the student's medication to the school, as well as picking up any remaining medication at the end of the school year, or letting the school know there is a change in medication or dosage. When controlled medication is received, the amount may need to be documented. Medication not claimed by the parent by the end of the school year will be destroyed. Procedures for destroying medication shall include witness and documentation.

A student who is usually responsible for taking his/her own medication may do so in school without supervision by school personnel, provided the parent has supplied written authorization to the school. In instances of self-medication, it is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken, and the parent should provide a written statement relieving the school of such responsibility.

HEALTH AND IMMUNIZATION CERTIFICATES: Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a health care provider stating the student has received the immunizations required by law. This certificate of health will be kept on file at the building in which the student is attending. Students enrolling for the first time in the district shall also submit a certificate signed by a health care provider stating the student has received the immunizations required by law. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

COMMUNICABLE DISEASES: Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

ILLNESS AND INJURY: If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office. The principal's office will send the Claim Report to the student's doctor who will then send an itemized statement to the insurance company.

BLOODBORNE PATHOGENS: In today's world there are communicable diseases such as HIV or Hepatitis B in some peoples' blood. We are never sure who has these infections, so everyone at school will use a certain way of helping others who have injuries that bleed. Universal precautions are a way of helping others by asking them to wash their own skinned knee or cut with soap and water, and patting it dry so a bandage will stick. We ask them to put pressure on a cut or bloody nose to stop the bleeding. Always use a paper towel or Kleenex so it can be thrown away -- be sure to throw it away in a garbage can that has a plastic liner in it. Our skin is the protection our body has against invasion by germs or viruses. Our skin cannot protect us when we have a cut in it, or if blood would splash into our eyes or mouth. This is a good reason to remember not to rub your eyes or put your fingers near your mouth. This is also why we must wash our hands with soap and running water many times each day, and especially after we have helped someone with an injury. When adults help others who have been injured, they will wear disposable gloves for safety reasons which can be thrown away in a plastic bag. The adults will then wash their hands, too. If any body fluid has spilled it will be cleaned up with paper towels and disinfected by adults in our building. The person who cleans up will also use these universal procedures.

PROTECTIVE DEVICES: In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

**STUDENT ACTIVITIES
ACTIVITY CODE**

ACADEMIC ELIGIBILITY:

- Must be a full time student. A full time student should be enrolled in 5 classes each trimester.
- Must pass all courses at end of grading period.
- Must meet all eligibility requirements of the Iowa High School Athletic Association, the Iowa Girls Athletic Union, the Iowa Music Association and the Iowa Speech Association.
- Entering the high school for the first time as 9th graders will be declared academically eligible. Ninth grade students must meet the stated standards after the first Trimester grade period.
- Students with IEP's will be eligible based on the student progress on his/her individual education program and the recommendation of the IEP team.

These guidelines pertain to all extracurricular activities. Classes that meet during the course of the instructional day (Band, Drama and Vocal courses) are recognized as curricular in nature, thus, enrollment is exempt from student eligibility guidelines. However, participation in public performances by students in curricular classes may be subject to the Academic Eligibility criteria.

Students who are academically ineligible after a trimester remain ineligible for 30 calendar days of athletic competition starting from the first day the state allows athletic competition. The period of ineligibility for non-athletic activities begins immediately and runs 30 calendar days. This definition does not apply to 9th grade students. Students must attend the "guided study program" (see below) during the term of their ineligibility.

ACADEMIC PROBATION: Students who are academically ineligible after a mid term period will be declared ineligible. A Probationary Academic Option will be made available to students who participate in a guided study program. These students will regain their eligibility if they attend all guided study sessions/or/document passing performance in all courses. The following procedures will be used to gain the Probationary Status:

- The Mid Term Ineligible students will be invited to attend guided study sessions if failing mid term grades were issued. In order to gain probationary status, the student must acknowledge the offer and agree to attend all study sessions.
- The student will become eligible if he/she attends all study sessions and demonstrates improvement in targeted courses.
- All teachers will be notified of students on academic probation.
- The Activities Director will monitor students on probation every week after the first three weeks of the Hex for the remainder of the trimester. The Activities Director may rescind the eligibility of a student on probation if the student does not attend all study sessions /or/ fails to demonstrate improvement in target courses.
- If a student on probation loses his/her eligibility, he/she will remain ineligible for the remainder of the term.
- Students gaining probationary status must meet the academic eligibility requirements of the Iowa High School Athletic Association, the Iowa Girls Athletic Union, the Iowa Music

Association and the Iowa Speech Association, at the end of the term.

ACTIVITY POLICY: Clarinda Community Schools boys' and girls' extracurricular athletic teams and co-curricular programs are before the public eye throughout the school year. In order to prevent adverse public reaction, prevent dissension within the various programs, and for the general welfare of all participants and the school, it is imperative that quality standards of conduct, appearance, dress, training and eligibility be established as a part of the extra/co-curricular programs.

ACTIVITY PARTICIPATION: The activity program functions on an extra/co-curricular basis, and, therefore, student participation is completely voluntary. In order to participate in extra/co-curricular activities, the student must have on file in the Activity Director's office the following:

- Completed Physical Form (Athletics only)
- Parental Consent to participate (Athletics only)
- Parental Confirmation of Insurance Coverage (Athletics only)
- Purchase of Student Activity Ticket

Participants are to demonstrate acceptable standards of physical training throughout the sport season. An activity season shall be defined as the date of the first practice through the date of the final contest or meet. Students will abstain from the use or possession of alcohol, use or possession of tobacco, and the use or possession of drugs or other controlled substances.

Specific Rules for Athletes

The coaching staff or activity sponsor shall have the authority to establish any rules which will aid in the administration of their sport or activity during the season with the approval of the principal and activity director. These standards have been developed for the purpose of establishing and maintaining a quality program at Clarinda High School. Also, from the desire to adhere to the Activity Code/Good Conduct Policy, a sense of pride and self discipline will evolve which will greatly aid the programs in future goals and endeavors.

Each head coach will put down training rules besides the general rules for their specific sport. It is the responsibility of each participant to know these rules and then adhere to them. A student may be dropped from the sport or activity for not following these specific rules. Parents will be furnished a copy of rules for a specific sport. Each head coach is required to provide the Activities Director and Principal with a copy of rules and requirements of each sport.

Factors for Athletic Eligibility

- A student must have a doctor's certificate of fitness for the current school year.
- A student must not have attended high school for more than four academic years (9-12).
- A student must not be twenty years of age or over.
- A student must pass all regular subjects the last term and current term.
- A student must have been in school last term and must have entered school this term no later than the second week of school.
- A student must never have accepted an award for high school athletic participation other than the unattached letter of the school

or other than an inexpensive, un-mounted, un-framed paper certificate of recognition.

- A student must never have received any money, expense or otherwise, for participation in any athletic activity.
- A student must not compete on a team other than our school team during the season of a sport without the previous written consent of the administration.
- A student must not have trained with a college squad or have participated in a college contest.
- A student must not have changed schools in the current term (except a residence change with parents).
- A student's habits and conduct, both in and out of school, must make the student worthy to represent the ideals, principles, and standards of our school.
- A student must not have been trained in any sport by their own coach outside the season as established by their State Association.
- A student is not eligible for any extracurricular activity during any period of suspension from school.

Personal Appearance-The variations in the physical features of different individuals create a need on the part of coaches and sponsors to be flexible when evaluating a participant's appearance.

Conduct-As representatives of Clarinda Community Schools, participants are expected to conduct themselves properly in their own school and when visiting other schools.

Dress-Students will conform to the coach's or sponsor's request for game or contest days and for travel.

Attendance-Students are expected to be in regular attendance the day of and the day after a school activity. Repeated failure to adhere to this expectation may result in disciplinary action which may include removal of participation privileges.

Practice Attendance-Practice is required if the student is in attendance at school, unless excused by the coach or sponsor. Penalty shall be suspension from competition.

School Transportation-All team members (coaches, managers, and athletes) will travel to and from competition on school provided transportation. Exceptions will be considered if arrangements are made in advance and parents provide the alternative transportation.

Make-up School Work-All schoolwork to be missed because of participation in extra/co-curricular activities must be made up or arrangements to make up approved prior to departure. Pre-absence slips will be used for classes missed.

Quitting an Activity-Any student wishing to quit an extracurricular activity must have a conference with the sponsor of that activity. Before entering a new activity in the same time framework, the student must first have a conference with the sponsor of both the activity the student is leaving and the one the student is planning to enter, and then the student must secure permission from the high school administration. Before any change in activity is made, written parental consent must be submitted to the administration. When both activities involve competition, permission to enter the new activity will rarely be granted after competition has begun.

EXTRACURRICULAR ACTIVITIES

Clubs/Organizations

International Thespian Society	Class Officers
Cardinal Yearbook	Student Council
National Honor Society	FCCLA
FFA	

Fine Arts

Individual/Large Group Contest Speech
 Fall / Spring Play
 Band (pep, Jazz & concert)
 Ensembles (instrumental & vocal)
 Chorus
 Winter Guard

Athletics

Baseball (Summer)	Cross Country & Track (B & G)
Basketball (Boys & Girls)	Wrestling
Football	Volleyball
Golf (Boys & Girls)	Cheerleading
Softball (Summer)	Tennis (Boys & Girls)

FAMILY NIGHT: Wednesday evening of each week has been reserved for the families in the school district. No local school sponsored event will be scheduled. Activities must be finished by 6 p.m. and everyone out of the building by 6:30 p.m.

SOCIAL EVENTS: All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal, and the event shall be placed on the school calendar before public announcement is made. Hours, behavior, and activities related to school sponsored events shall be reasonable and proper as determined by the administration.

SPORTSMANSHIP: We believe that when attending a game we should: 1) Respect the officials and the visiting team; 2) Refrain from such unsportsmanlike conduct as booing, whistling, and disturbing players in any manner; 3) Treat officials, teams, and visitors as our guests; 4) Respect others around you and help them enjoy the ball game.

STUDENT COUNCIL: The majority of the social functions of the high school are handled through the Student Council organization. The major highlight handled by the group has been Homecoming. The Student Council most importantly serves the chief purpose as the connecting link between the school staff and the student body. You are urged to make use of the members so they can bring both individual and group problems before the governing body.

STUDENT ORGANIZATIONS: No student organization shall exist unless it is approved by the Board of Directors. The Superintendent shall determine qualifications and regulations for student groups and shall make recommendations to the Board for groups seeking approval. Applications for organizing shall be relayed to the Superintendent through the building principal.

NOTICES

ASBESTOS: Notifications to Parents, Teachers, and Employees

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

We recently had our facilities 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 our buildings suspected of containing asbestos. Inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified Management Planner has developed an asbestos management plan for our buildings which includes: notification letters, training for our 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 your inspection in all centers. Please make an appointment during office hours if you wish to review the plan.

EQUAL EDUCATIONAL OPPORTUNITY: The school does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, disability, or other protected classes. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the High School Principal of Clarinda Community Schools, who can be reached at (712) 542-5167. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

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.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM:

Schools are required by law to provide instruction in Human Growth and Development, including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and Acquired Immune Deficiency Syndrome in grades 9-12.

Whereas, some instruction in Human Growth and Development is likely to be ongoing and integrated into every discipline area, instruction will occur specifically in areas of Science and Home Economics through courses such as Biology, Health I, Health II, First Aid, Anatomy and Physiology, Life Skills I, Life Skills II, Child Development, and Family Living.

The Human Growth and Development Curriculum of the Clarinda Community School District is reviewed periodically by a local citizen's committee, as required by law. However, any parent or individual desiring to inspect curriculum materials or seek further information about the curriculum is welcome to do so and should contact the building principal to make arrangements.

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, teachers, other employees, and visitors are expected to treat each other 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.

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. School district policies, rules, and regulations are in effect twelve (12) months a year. A violation of

a school district policy, rule, or regulation 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, 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; alternate placement, 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, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. 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 high school office for information about current enforcement of the policies, rules, or regulations of the school district.

REHABILITATION ACT (504)

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.

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 Maggie Nordland, Section 504 Coordinator for the Clarinda School District, at phone number: 712/542-5165.

SUPERVISION OF STUDENTS: All employed personnel have the authority to help maintain discipline. Any failure of a student to comply upon request will be reported to the office.