



# **Student Handbook 2018 – 2019**

## **Clarinda High School**



### **Mission Statement**

To educate all students to succeed by ensuring quality leadership, curriculum, and instruction.

### **Vision Statement**

Clarinda Community School District is a leader in education by fostering high standards and expectations through rigorous academics, meaningful learning opportunities, and engaging student activities.

100 North Cardinal Drive  
Clarinda, IA 51632

High School Office Phone Number - 712-542-5167

[www.clarindacs.org](http://www.clarindacs.org) Website

Superintendent: Mr. Stender  
HS Principal: Mrs. Green  
AD/Assistant Principal: Mr. Porter  
Guidance: Mrs. Almelien

### **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

# Table of Contents

<b>Forward</b>	<b>5</b>
A Message To Parents	5
A Message To Students	6
ASBESTOS:	6
<b>District Expectations</b>	<b>7</b>
Attendance	7
Bullying / Harassment	8
Open Enrollment:	10
Emergency Drills – Fire / Tornado / Lockdown	10
Dual Sports Participation	10
Due Process	11
Personal Electronic Devices	11
Emergency School Closing or Delay	11
Freedom of Expression	11
Good Conduct Rule	11
Grading	13
Homelessness	13
Immunizations	14
Internet - Appropriate Use Policy	14
Law Enforcement	15
Lost and Found	16
Medication Administration Guidelines	16
Messages / Deliveries for Students	17
Phone Calls	17
School Buses	17
Search and Seizure	18
Policy 502.8R3 Use of Dogs to Search School Property	18
Tobacco, Alcohol and Controlled Substances	19
Security Before, During and After School	19
Talented and Gifted	20
Tardies and Early Release	20
Vandalism / Care of School Property	20
Video cameras	20
Weapons	20
504 Plans	21
Americans With Disabilities Act Recruitment, Advertisement, Application, And Employment Notice Of Nondiscrimination:	22
<b>Clarinda High School Expectations</b>	<b>23</b>

<b>General Operating Procedures</b>	<b>23</b>
Announcements:	23
Assembly Programs:	23
Campus Restriction:	23
Class Meetings:	24
Dance Regulations:	24
Field Trips:	24
Food, Pop, Gum And Candy:	24
Fundraising:	24
Leaving The School During School Hours:	24
Lunch:	24
School Expenses:	24
School Telephone Numbers:	25
Telephone Calls And Use Of Telephone:	25
Textbooks And Workbooks:	25
Visitors To School:	25
Attendance:	25
Student Appeal For Credit - Procedure:	26
Make-Up Work	26
Truancy	26
Attendance and Co-Curricular Participation:	27
Excessive Absence Policy:	27
Tardy Policy:	27
Tardy to Class:	28
<b>Rights And Responsibilities</b>	<b>28</b>
Cars and Motorcycles:	28
Complaints And Grievances:	28
Freedom Of Expression:	28
Internet Access	29
Interrogation By Outside Agency:	30
Library Conduct:	30
Library Computer Lab:	30
Lockers:	31
Open/Off Campus Guidelines:	31
Publications:	32
Signs, Banners, Posters:	32
Semester Exams (Grades 9-12):	32
Videotaping:	32
<b>Behavior Expectations And Consequences</b>	<b>32</b>
Cheating Or Plagiarism:	32

Consequences For Inappropriate Behavior:	32
Detention Time:	33
Discipline Procedure:	34
Due Process:	34
<b>Guidance, Grading, Graduation</b>	<b>34</b>
College Visitations And Job Interviews:	34
Early Graduation:	34
Grade Classifications:	35
Grading System:	35
Graduation Requirements: Class of 2019 (Transition to Semesters)	35
Counseling Services:	35
Report Cards	36
Senior Year Plus Option:	36
Postsecondary Enrollment Options	37
Career And Technical Exemption	37
Student Records (Open Records Law):	37
Release Of Student Information:	37
Transfers Out Of The District:	38
Transfer Students:	38
<b>Recognitions</b>	<b>38</b>
Academic Recognition	38
Attendance Recognition:	39
Honor Roll:	39
National Honor Society:	39
<b>Health And Safety</b>	<b>39</b>
Insurance:	39
Medication Policy:	39
Health And Immunization Certificates:	41
Communicable Diseases:	41
Illness And Injury:	41
Bloodborne Pathogens:	41
Protective Devices:	41
<b>Student Activities Code</b>	<b>42</b>
Academic Eligibility:	42
Activity Policy:	43
Activity Participation:	43
Dual Sport Participation:	44
Rules Of Dual-sport Participation	44
Extracurricular Activities	45

Family Night:	45
Social Events:	46
Sportsmanship:	46
Student Council:	46
Student Organizations:	46

## Forward

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner appropriate to their age and maturity level and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary

measures include, but are not limited to: removal from the classroom; detention; suspension; probation; and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics.

The principal has the authority to assess reasonable penalties for any offense that may occur, but which is not specifically noted in this handbook. Students or parents with questions or concerns may contact the school office for information about current enforcement of the policies, rules, or regulations of the school district.

## A Message To Parents

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

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

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

1. Regular and punctual attendance is the greatest factor in school success. Parents who permit a child to be absent from school unnecessarily place a handicap upon the student's opportunity to succeed in his/her studies.
2. The nature of our courses is such that some work outside of the classroom is needed. Even though written work has not been assigned, there is usually a need for extra study in the subject. You can help by providing a place and time to study.
3. A wholesome attitude toward school is important for your child's success in school. Students can learn little from a teacher they do not trust or believe in. The concerned parent will bring his/her questions and problems to the teachers and principal.
  - a. You may also help the school to serve you child's best interest by:
  - b. Making it your business to know your child's teachers.
  - c. Writing full explanations with dates of absences and signing them yourself.

- d. Study report cards carefully.
- e. Refraining from telephoning students during school hours except for real emergencies.
- f. Cooperating with the school in carrying out disciplinary action when such action is necessary.
- g. Teaching your child respect for law, for authority and for the rights of others.

## **A Message To Students**

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

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

- Make school a priority by being here every day.
- Engage your parents/guardian and siblings in discussion about the new learning you are experiencing at school.
- Take care of the new technology provided for you to use at school and home.
- Embrace the partnership between you and teachers to make the most of the educational opportunities.
- Elevate expectations for yourself and others by taking your thinking to higher levels.
- Be an upstander by following the rules and holding others accountable to show Cardinal PRIDE!
- Do your best to improve your skill levels and follow the rules of the student handbook.

## **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, & plans for regular surveillance of materials.

A copy of the management plan is available for inspection in all centers. Please make an appointment during office hours if you wish to review plan.

# District Expectations

## **Classroom Conduct Expected by All Clarinda Students**

In addition to following classroom rules, you are expected:

- To bring pen, pencil, paper, books, iPad and all other necessary supplies to class everyday.
- To have your homework assignment completed at the beginning of the period.
- To check with your teacher after being absent for assignments and other work missed.
- To be quiet and listen to announcements.
- To do your own work unless given other instructions by the teacher.
- To use appropriate language at all times.
- To listen quietly when the teacher is speaking.
- To talk when given permission by the teacher.
- To take care of personal business between periods (going to the restroom, water fountain, etc).
- To keep your hands and feet off of other students.
- To follow the dress code policy.
- To drink water in clear bottles.
- To be seated in a ready to learn position.
- To be polite and courteous.
- To follow the guidelines of Cardinal Pride.

## **Athletics**

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

The requirements are as follows:

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

## **Attendance**

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

### **Policy:**

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

### **Documented Absences:**

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

### **Student Absences:**

Parents are requested to notify the principal's office (712-542-5167) when students are not going to be in school. The school secretary will attempt to call if notification is not received.

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

**Compulsory Attendance:** Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

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

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

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

## **Bullying / Harassment**

*"Harassment"* and *"bullying"* shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the student in reasonable fear of harm to the student's person or property. (2) Has a substantially detrimental effect on the student's physical or mental health. (3) Has the effect of substantially interfering with a student's academic performance. (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (5) Continues to happen even after the student has asked the harasser to stop.

Students that feel that they have been harassed should:

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



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

- Iowa Law - Definition of Bullying: [Click Here for Information](#)
- Anti-Bullying Complaint Form: [Click Here for Form](#)

### **Cheating, Copying –Academic Dishonesty**

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

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

### **Directory Information Use**

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

Directory Information Includes: Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Students, and Other Similar Information.

### **Discipline**

All students are expected to act appropriately. Unacceptable behavior is defined as any behavior that interrupts the classroom/school learning environment.

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

### **Misbehaviors**

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

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

### **Dress Code and Appearance**

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.

### **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.

### **Emergency Drills – Fire / Tornado / Lockdown**

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

#### **Fire Drill:**

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

#### **Tornado Drill:**

1. Students should sit on the floor facing the wall away from windows and other glass objects at their designated area.
2. Students should be down on their knees, heads down, and hands should cover their head.
3. Students should remain calm and there should be no cell phone use.

#### **School Lockdown:**

1. Teachers will lock their door and close the blinds.
2. Everyone will move away from doors and windows.
3. There should be no cell phone use.

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

### **Dual Sports Participation**

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

#### **Rules of Dual-Sport Participation**

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

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

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

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

### **Due Process**

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

### **Personal Electronic Devices**

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

### **Emergency School Closing or Delay**

In the event weather conditions or emergencies make it necessary to close or delay school, KMA radio 960 AM, 99.1 FM and the school website shall provide public information. Parents will be notified through the student information system via text or email.

### **Freedom of Expression**

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

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

### **Good Conduct Rule**

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

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

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

**Statements of Purpose:**

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

**Good Conduct Rule:**

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

Any student who, after a hearing at which the student shall be confronted with the allegations, the basis of the allegation, and given an opportunity to tell the student’s side, is found to have violated the school’s Good Conduct

**Good Conduct Rule Continued:**

Rule will be deemed ineligible for a period of time. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

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

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

**PENALTIES:**

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

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

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

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

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

**Reduction in penalty:**

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

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

## **Grading**

Grades are posted online.

**Grading Scale**

A	100 - 95	D+	69 - 67
A-	94 - 90	D	66 - 63
B+	89 - 87	D-	62 - 60
B	86 - 83	F	59 - 0
B-	82 - 80		
C+	79 - 77		
C	76 - 73		
C-	72 - 70		

## **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, or addictions.

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

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

If a student qualifies, supporting services (waiver of fees, transportation, special programs such as Special

Education, TAL, ELL, Health, Nutrition) will be implemented as needed. The Homeless Liaison will keep all assessments of children referred. The Liaison will inform the Principal, Guidance Counselor, School Nurse, and Homeroom Teacher if possible.

## **Immunizations**

IOWA IMMUNIZATION LAW An Immunization Record must be provided for all students enrolled in an Iowa school. All students must comply with the immunization requirement or be excluded from school. Proof of immunization will be kept on file in our office. Students enrolling from out of state have 90 days to comply with the law. A provisional certificate is provided until the child can complete the necessary series of inoculations. A certificate of exemption may be obtained for medical or religious reasons.

## **Internet - Appropriate Use Policy**

### **Introduction**

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

### **Digital Citizen**

As responsible digital citizens users will:

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

### **Expectations**

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

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

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

#### **Access To District Technology**

Access to District technology will be provided to staff and students in an expedient manner following enrollment or employment by the District and signature of the "Responsible Use Agreement". The agreement outlines District expectations regarding technology use. This Agreement may be modified by the District as necessary. The District will make the final determination as to what constitutes unacceptable use and its' decision is final. This Agreement is provided so that members are aware of the responsibilities they acquire. No individual shall access District technology without all required contract agreement signatures on the "Responsible Use Agreement".

#### **Violation**

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

#### **Information Content And Uses Of The System**

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

#### **Law Enforcement**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best

interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order.

### **Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance in school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker may be charged to the student. A student's locker may be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Illegal items may be given to law enforcement officials. Lockers may be searched at any time with at least two people present. Locker maintenance inspections are conducted periodically throughout the school year to ensure that lockers are kept clean and well maintained.

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

### **Lost and Found**

A "Lost and Found" department is located in the Ice Room located in the athletic hall. Found articles should be turned in promptly and lost articles should be claimed within a reasonable time. All items not claimed by the end of each trimester will be donated to charity.

### **Medication Administration Guidelines**

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications are required during the school day. Iowa State Law and Clarinda Schools allow medications to be administered at school only when the following specific guidelines are met.

- Medicine prescribed 3 times a day should be given at home; before, after school and at bedtime. Medications that are to be given four times a day will be given at lunch in the Student Health Office.
- Herbal remedies, Natural Supplements or Essential Oils not approved by the Federal Drug Administration will NOT be administered by school personnel.
- All medications must be brought to the school and picked up by an adult. The medication will be kept in a locked storage area and distributed by the school nurse or school personnel that have taken the Medication Administration Course. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly.
- No medication is to be kept by student's in their lockers, desks, or on them personally. Medications are to
- be kept in the school's designated area.
- Medications will be transported for field trips according to State of Iowa recommendations.
- Medication Administration Forms can be obtained from the school website or the school office.

### **Prescription Medication:**

- Per Iowa State Law prescription medication must be in the original container from the doctor, pharmacy, or store. The name of the student, medication, time to be given, and name of the physician must be on the container. Written permission to give the medicine, with the parent's signature, must accompany the medication. A **current** pharmacy- labeled container can serve as the written prescriber's order.
- Parent instruction cannot conflict with prescriber's orders.
- The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed or e-mailed to the nurse.
- Medications must be in the most **current** pharmacy-labeled container
- Empty bottles of prescription medication will not be automatically be sent home with a student unless under specific circumstances arranged/approved by nurse or school staff.



### **Self-Carry Emergency Medications:**

- **Inhalers**
  - Students with asthma and other airway constricting diseases may self-administer their life saving medication when a parent/guardian provides written permission and a physician's prescription (**See AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM.**)
  - All inhalers must have the prescription label directly on the actual inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
  - If the student misuses this privilege, the privilege will be withdrawn.
- **Epi Pens**
  - Clarinda Community Schools does not provide epinephrine auto injectors. In the event of an anaphylactic reaction, emergency services (911) need to be contacted immediately.
  - A student who has a prescribed epinephrine auto injector may carry and self administer when a parent/guardian provides written permission and the physician provides a prescription. See section labeled *prescription medication*.

### **Over The Counter Medications:**

- All medications must be brought from home by an adult in the **original container** labeled with the student's name.
- Parent instructions cannot conflict with label instructions.
- Over-the-counter medication can only be administered if the label instructions correspond with the student's age, weight and medication indications.
- School nurse may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.

## **Messages / Deliveries for Students**

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

## **Phone Calls**

Students will not use the phone during school time. Students may make calls on their cell phones or public phone before school, during lunch and at 3:15 while in the office. Other times may be allowed with approval from the office.

## **School Buses**

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

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

- Each student is responsible for his/her conduct while on the bus. All school rules apply.
- Students should see that when the bus arrives at a stop, the boarding proceeds in a relaxed, safe and friendly manner.

- Students are not allowed to enter or exit from the emergency door except in case of an emergency or supervised drill.
- Students should be seated immediately after boarding the bus and remain seated. To change seats, especially while the bus is in motion, is not allowed.
- No one is allowed to stand in the door well of the bus while it is moving.
- The driver may assign seats.
- All students should remain seated until the bus has come to a complete stop.
- Band instruments cannot be stacked in the stairwell or aisle.
- All parts of the body are to be kept inside of the bus.
- No objects or paper are to be thrown inside the bus or out of the windows.
- Students will not make unnecessary or loud noises. A normal conversational tone is more conducive to a safe enjoyable ride for all.
- No fighting, profanity or obscene gestures will be permitted.
- Vandalism or destruction of any other person's property is not permitted.

## **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.

**Reasonable Suspicion:** A search of a student will be justified when there are reasonable grounds for a suspicion that the search will turn up evidence the student has violated or is violating the law or rules of the school. Considering factors such as the following may form reasonable suspicion:

- eyewitness observations of school personnel
- information received from reliable sources
- suspicious behavior by the student

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

- the age of the student
- the sex of the student
- the nature of the infraction
- an emergency requiring the search without delay.

## **Policy 502.8R3 Use of Dogs to Search School Property**

The Superintendent of Schools may authorize, as part of an overall effort to maintain safe schools, the periodic use of narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy.

The use of narcotic dogs is subject to the following:

1. The Superintendent or designee shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified in writing of this policy at the beginning of each school year, through its inclusion in the student and/or parent handbook and/or on the District's/school's website.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
  - c. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff within close proximity of any student's person.
  - d. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
4. Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or on the District's/school's website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
5. Only properly trained dogs that are handled by trained personnel shall be used for searches of school property.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locker and a search is subsequently conducted by school officials, the search will be conducted in the presence of the student(s) whose locker(s) is/are being searched or, in the absence of the student(s), the search shall be conducted in the presence of at least one other person. If a dog alerts on a locked vehicle, the student who brought it onto District property shall be asked to unlock it for a search conducted per procedure outlined in Board of Education Policy. An effort shall be made to protect the student's privacy to the greatest degree possible.

## **Tobacco, Alcohol and Controlled Substances**

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

## **Security Before, During and After School**

All buildings are protected by 24 hour video surveillance and locked down during educational hours for the safety of students and staff. All parents and guests will request access to enter the building during instructional hours. All guests shall register in and out at the administrative office.

Doors will be unlocked for student entry at 7:40 a.m. and locked after 3:30 p.m. **Parents should not leave students at the school outside these hours since staff is not available for supervision.** All students should report to the lunchroom if arriving before 8:00.

### **Talented and Gifted**

Students may be nominated at any time by their parents, themselves or their teachers. The nomination is then forwarded to the TAG Committee. Further testing may be done and data from testing is analyzed. The committee will make their recommendation and parents will then be contacted. Students who have been identified for the TAG program are served through a variety of activities in and out of the classroom. See TAG Coordinator, Josh Porter, for more specific information.

### **Tardies and Early Release**

Parent(s) and/or Guardians, please ensure that students are at school on time, and try to limit early release days to absolutely necessary appointments.

### **Vandalism / Care of School Property**

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

### **Video cameras**

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

### **Weapons**

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

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

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

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited

to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

## **504 Plans**

### **Parent Notice Section 504 Of The Rehabilitation Act Of 1973:**

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

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

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

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:

- inspect and review his/her child's educational records
- make copies of these records
- receive a list of the individuals having access to those records
- ask for an explanation of any item in the records
- ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
- a hearing on the issue if the school refuses to make the amendment.

Feel free to contact Allison Wellhausen, 504 Coordinator, Clarinda CSD, 712-542-5165 if you have questions.

### **Compliance Plan For Section 504 Of The Rehabilitation Act Of 1973:**

The **Compliance Plan** serves students, parents, employees, applicants for employment, patrons, and programs within the Clarinda Community School District, hereinafter referred to as "Clarinda Schools."

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

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

Policy On The Treatment Of Individuals With Disabilities As Per Section 504 Of The Rehabilitation Act Of 1973 And The Americans With Disabilities Act (ADA):

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

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

**Americans With Disabilities Act Recruitment, Advertisement, Application, And Employment Notice Of Nondiscrimination:**

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

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

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

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

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

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

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

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

## **Clarinda High School Expectations**

### **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.

### **Fundraising:**

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.

### **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 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:**

Superintendent . . . . .542-5165 Elementary . . . . . 542-4510  
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.

### **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.

### **Attendance:**

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 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 unexcused. 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.

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.

### **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 due date at the time the form is given to student.
  - a. NOTE: An appeal deadline is established within the last week of each semester. 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.

### **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 Semester, may result in the loss of credit in courses impacted.

### **Attendance and Co-Curricular Participation:**

Any student who is absent and does not report to any part of 1st period (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 assistant 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 Semester. 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.
  - a. 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 Semester 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.
2. Upon the eighth (8) absence, the student is advised that appearance before an Attendance Review Committee may be required. In such cases, the student will remain in class. If the student feels that justifiable or extraordinary circumstances have contributed to noncompliance with the terms of the prescription, the student may prepare documentation for review by the Attendance Review Committee prior to its decision.
  - a. The student may want to consider the following:
  - b. A credit request form was completed and returned to the office by the date specified on the form.
3. Attendance after the eighth-day notice was issued has been satisfactory.
  - a. The student has supplied reasons for all absences, indicating that they were the result of justifiable or extraordinary circumstances.
  - b. Appropriate doctor statements, if applicable, have been filed in the office.
  - c. All class work has been satisfactorily completed.
  - d. Class objectives have been accomplished.

### **Tardy Policy:**

Tardies to school will be recorded and monitored in the office. A student's history of tardies will be maintained on a Quarter (9 weeks) basis. A tardy is defined as arriving late to class ten (10) minutes or less for unexcused 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 three (3) 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 Quarter (9 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.
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.

## **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**

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

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

5. 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 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.

### **Library Computer Lab:**

The following is a list of guidelines all students are to follow when using the Library:

- The Library Media Center may be available from 8:00 a.m. until 4:00 p.m. Students seeking access to a computer prior to the start of the school day should go to the library.
- Students in study hall must have a pass from a teacher to go to the Library Media Center. No student will be allowed to sign out of study hall to the library 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.)
- Students are not allowed to be in chat rooms during the school day.
- Students are not allowed to play video games on Media Center computers.
- School-related applications have priority.
- Using the Library printer is restricted to school related items only.
- No food or drinks are allowed in the Library.
- Any student in violation of any of the above rules will be denied access to the Library Media Center. The nature of the offense and the student's history of violations will be considered when determining the length of the suspension of privileges.
- Library Media Center 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.
- The Library will normally be open from 8:00 a.m. until 4:00 p.m. each school day, except for lunchtime. 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. 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 the item. 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 3:15 p.m., and they will be due at 8:10 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.

### **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 eighth 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 eighth 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 and satisfactory progress of, including but not limited to, college classes, advanced placement courses, online options, etc.

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 Quarter will forfeit his Open/Off Campus for the remainder of that Quarter.

B. Students tardy (10 or more minutes) on two occasions in a Quarter will forfeit their Open/Off Campus for the remainder of the Quarter.

2. Students reported un-excused for any part of the school day will forfeit their Open/Off Campus for the remainder of that Quarter (in-school and out-of-school alternate placement are considered unexcused 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 unexcused 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 any time.

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.

### **Signs, Banners, Posters:**

Signs, banners and posters may be posted with permission from the office.

### **Semester Exams (Grades 9-12):**

All students are required to take Semester tests. Students are required to remain in the building during testing. Students are to remain in the classroom when they are finished with the Semester 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).

### **Videotaping:**

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving/taking images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms.

At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

## **Behavior Expectations And Consequences**

### **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 (7:30-8:05 a.m. or 3:11-4:00 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 8:06 a.m. and are dismissed at 3:11 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.

### **Detention Time:**

Students assigned detention time will be required to make up the time between 7:30-8:05 a.m. and/or from 3:11-4:00 P.M. Detention time must be made up within two days of the infraction. Failure to make up a detention

by the due date may 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 semester 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. Counseling 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 -8:10 a.m. – 3:06 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.

## **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, School Counselor And Parental Permission. This Visitation Must Be Arranged Through The Counseling 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 Counseling 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 School Counselor No Later Than The Second Term Of The Sophomore Year If This Appeals To You.

## **Grade Classifications:**

### Class of 2019 & 2020

Students 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

### Class of 2021

Students must have earned the following number of credits:

To be classified a sophomore	12 Credits
To be classified a junior	25 Credits
To be classified a senior	38 Credits

### Class of 2022+

To be classified a sophomore	13 Credits
To be classified a junior	26 Credits
To be classified a senior	39 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.

Letter Grade	Percentage Cut Off	Grade Value
A	95%	4.00
A-	90%	3.67
B+	87%	3.33
B	83%	3.00
B-	80%	2.67
C+	77%	2.33
C	73%	2.00
C-	70%	1.67
D+	67%	1.33
D	63%	1.00
D-	60%	0.67
F	<59%	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: Class of 2019 (Transition to Semesters)**

<b>Class of 2019</b>		<b>Class of 2020</b>	
World History	2 Credits	World History	2 Credits
American History	2 Credits	American History	2 Credits
American Government	1 Credit	American Government	1 Credit
Social Studies Elective	1 Credit	Social Studies Elective	1 Credit
Language Arts	8 Credits	Language Arts	8 Credits
Mathematics	6 Credits	Mathematics	6 Credits
Science	6 Credits	Science	6 Credits
Health	1 Credit	Health	1 Credit
Phys. Ed.	1.9 Credit	Phys. Ed.	2.6 Credit
Elective Courses	19.1 Credits	Elective Courses	18.4 Credits
<b>Total Credits</b>	<b>48 Credits</b>	<b>Total Credits</b>	<b>48 Credits</b>
<b>Class of 2021</b>		<b>Class of 2022+</b>	
World History	2 Credits	World History	2 Credits
American History	2 Credits	American History	2 Credits
American Government	1 Credit	American Government	1 Credit
Social Studies Elective	1 Credit	Social Studies Elective	1 Credit
Language Arts	8 Credits	Language Arts	8 Credits
Mathematics	6 Credits	Mathematics	6 Credits
Science	6 Credits	Science	6 Credits
Health	1 Credit	Health	1 Credit
Phys. Ed.	3.3 Credit	Phys. Ed.	4 Credit
Elective Courses	22.7 Credits	Elective Courses	22 Credits
<b>Total Credits</b>	<b>53 Credits</b>	<b>Total Credits</b>	<b>53 Credits</b>

## **Counseling Services:**

The Clarinda High School Counseling Department Provides Each Student With These Basic Counseling Services:

1. Counseling Service --a Major Function Of Counseling Is To:
  - A. Help Students Develop A Realistic Self-concept.
  - B. Help Students Understand Others And To Appreciate The Interpersonal 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 Assessments
- 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 Counseling Department For Direction And Help. The Counselor Strives To Put Into Practice The Idea That Counseling Is That Integral Part Of The Total Educational Program Which Attempts To Provide Concern For The Worth And Dignity Of The Individual.

## **Report Cards**

Report Cards will be issued At The End Of Each Nine-week Period.

## **Senior Year Plus Option:**

Enacted By The Legislature In 2008, Senior Year Plus Was Created To Provide Increased And More Equal Access To College Credit And Advanced Placement Courses. Courses Delivered Through Senior Year Plus Provide Students The Opportunity To Take A Rigorous College Curriculum And Receive, In Many Cases, Both High School And College Credit Concurrently.

Any Student Interested In A Senior Year Plus Enrollment 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 Concurrent Enrollment Options Or The District Assumes No Responsibility Or Obligation.

For Senior Year Plus 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.

If A Student Drops After The Official Date Stated By The High School (September 1 Or January 15 Of Said Term), The Student Will Be Assigned A Grade Of "F" For That Course And Appear On The High School Transcript As Such. The Grade May Not Be Reflected On The College Transcript, However. All Courses Taken Through Senior Year Plus At School Expense Or As Part Of A Student's Minimum Course Load Will Be Added

To The Student's High School Transcript And Grades Earned Will Be Used When Calculating High School Gpa And Class Rank.

Any Parent Or Student Desiring More Information Or Application Forms About Senior Year Plus Should Contact The Counselor Or Principal.

### **Postsecondary Enrollment Options**

Students In Grades Nine Through Twelve May Receive Class Or Vocational-technical Credits That Count Toward Graduation Requirements For Successfully Completed Courses At Community Colleges, Private Colleges Or State Universities. The School District Will Pay For The Cost Of A Course Taken By Ninth And Tenth Grade Talented And Gifted Students And Eleventh And Twelfth Grade Students, If The Student Meets The Senior Year Plus Eligibility Requirements Which Includes Proficiency On The Reading, Math, And Science Iowa Assessments.

If A Student At Clarinda High School Has Not Taken The Iowa Assessment, The Student May Meet The Senior Year Plus Requirement By Fulfilling The Following Alternative Proficiency Requirement. Note: Students Would Need To Meet Alternative Proficiency Requirements In All Areas (Reading, Math, Science).

The Student Must Achieve A Score Of At Least Reading - 19, Math - 18, Or Science – 19 On The Act Test In The Non-proficient Subject Area. These Scores Place The Student Above The 41st Percentile Nationwide.

The School District Does Not Pay For The Costs Of Summer School Classes. students Who Have Not Taken The Iowa Assessment And Are Interested In Participating In This Program Should Contact The High School Guidance Counselor.

### **Career And Technical Exemption**

Career Technical Education (Cte) Exemption Students Seeking To Enroll In A Cte Course Via Concurrent Enrollment Are Exempt From The Iowa Assessment Proficiency Requirements. However, The Student May Be Required To Complete An Assessment Administered By The Eligible Community College To Determine The Applicant's Readiness To Enroll In Cte Coursework. The Student Shall Meet Or Exceed Any Minimum Performance Measure Established By The Community College For The Initial Assessment.

### **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 Accreditation 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 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. 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 3.50 (A-) 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.

### **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

Non Prescription 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 People's 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 Code**

### **Academic Eligibility:**

- Must Be A Full Time Student. A Full Time Student Should Be Enrolled In 8 Classes Each Semester.
- 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 Semester 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 Semester 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 Quarter 1 & Quarter 3 Will Be Declared Ineligible Unless Participating In The Guided Study Program. 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:

- Students Who Are Ineligible Will Be Invited To Attend Guided Study Sessions If Failing Midterm 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 Quarter For The Remainder Of The Semester.. 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 Quarter.
- 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)
- 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, Unframed 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.

## **Dual Sport Participation:**

Students Participating In Two Activities During The Same Season

Students Are Allowed To Participate In Two Co-curricular Sports Activities (This Includes Cheerleading) During The Same Season. Students Wishing To Participate In Two Sports During The Same Season Will Need To Obtain A Request Form From The Athletic Director And Follow The Guidelines Set By The Athletic Department Involving Dual Sport Participation. Requests Must Be Turned In Before The First Practice.

### **Rules Of Dual-sport Participation**

A Student Who Wishes To Participate In Two Sports During The Same Season Must Designate A Primary Sport Before The Beginning Of The First Appointed Date Of Practice Set By Ihsaa/Ighsau For The Season Of Participation.

A Primary Sport Is Defined As The Sport Which Takes Precedence Over Another Sport In The Event There Is A Conflict Of Schedule Or Any Other Matter That Could Lead To A Conflict. If One Sport Has A Contest And The Other Has Practice, The Contest Will Take Precedence.

If One Sport Has A Competition And The Other Has A Hawkeye 10 Conference Contest, District/Regional Contest Or State Contest, The Student Will Go To Conference, District/Regional Or State Contest Regardless Of Primary Or Secondary Sport Designation.

The Student Must Practice In Both Sports But The Amount Of Practice Time Will Vary. On Non-competition Days, The Athlete Will Go To The Primary Sport Practice And Then Try To Make It To The Secondary Sport Practice, If That Is An Option. Secondary Sport Coaches Will Need To Work Out Practice Times With The Dual Sport Athletes. Dual Sport Athletes Should Not Be Punished For Missing Practice.

Approval May Be Denied Because Of Academic Concerns At Any Time During The Sport Season. The Athlete Then Will Participate In The Primary Sport Only.

The Student And Parents Or Legal Guardians Must Sign A Contract Of Dual-sport Participation Before The First Practice Session He Or She Attends.

In The Event That A Student Is Disciplined For Any Infraction In A Specific Sport, The Consequence Will Also Be Applied To The Second Sport In The Season Of Dual Participation.

## **Extracurricular Activities**

### Clubs/Organizations

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

### Fine Arts

Band (Pep, Jazz & Concert)  
Chorus  
Ensembles (Instrumental & Vocal)  
Fall / Spring Play  
Individual/Large Group Contest Speech

### Athletics

Baseball (Summer)	Golf (Boys & Girls)
Basketball (Boys & Girls)	Softball (Summer)
Cheerleading	Tennis (Boys & Girls)
Cross Country & Track (B & G)	Volleyball
Football	Wrestling
Bowling (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 6:30 P.M. And Everyone Out Of The Building By 7:00 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.