

CENTRAL SPRINGS

High School Student Handbook

Revised July, 2018



It is the mission of the Central Springs Community School District to cultivate a positive learning environment that engages and empowers all students.

BEING A CENTRAL SPRINGS PANTHER MEANS:**BEING RESPECTFUL OF PEOPLE AND PROPERTY**

- treating others with common courtesy
- avoiding rudeness, fighting, stealing, and harassing others
- caring for our building, equipment, and materials
- having pride in keeping our buildings clean

BEING RESPONSIBLE

- attending school regularly and being on time
- being observant of school regulations
- being physically and mentally ready to handle assignments

DOING ONE'S BEST

- completing all assignments to the best of one's ability
- striving to earn citizenship credit
- being truthful so that one may be trusted
- contributing to the positive atmosphere of our school

OUR STAFF'S COMMITMENT TO YOU**AT CENTRAL SPRINGS HIGH SCHOOL
WE WORK EVERY DAY TO:**

- **ENSURE** an orderly climate conducive to teaching and learning
- **PROVIDE** effective teaching and testing based on clear objectives
- **HOLD** high expectations for all learners in every aspect of the curricular and co curricular programs
- **MAINTAIN** a positive atmosphere where success and achievement are rewarded
- **USE** time wisely so that, to a maximum extent, students are actively engaged in learning activities where they are experiencing success

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Central Springs Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status (programs) or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity, socioeconomic status (programs) or disability in admission or access to, or treatment in, its hiring and employment practices.

Student Personnel

Series 500

Policy Title: Attendance Requirements - Absenteeism

Code No. 501.1

The Board of Directors shall determine the compulsory attendance period each school year as permitted by the Code of Iowa.

Children who are residents of this district and who are in sufficient physical and mental health must attend an approved school full-time until they reach the age of sixteen unless he/she meets one of the conditions of exception as provided by the Code of Iowa.

Graduating seniors are required to attend school until the time set for their dismissal in the school calendar.

Student Absenteeism - Grades 9-12

School attendance is a shared responsibility of the students, parents/guardians and school. In accordance with the above school philosophy, the following policies will be in effect:

1. Students are allowed excused absences, as determined in # 2 below, in which the parent or guardian will be responsible for contacting the school no later than twenty-four (24) hours after the absence. ***At the instructor's discretion, students who have been absent (excused or unexcused) from their class may be required to make up class time or labs missed.*** Students must make up the additional assigned class time within 10 school days or may be considered a candidate for additional academic interventions. Regardless of whether class time is required to be made up, all missed work must be made up. See # 4 below.

2. ***The determination of whether an absence is excused is made by the school, not by the parent.*** The following are examples of excused absences:

- a. Written verification by the medical community of appointments conducted during the school day. (Student's are encouraged to return to school promptly).
- b. Written verification of court appointments or required court appearances.
- c. Bereavement for an immediate family member.
- d. Funeral attendance with principal's prior approval.
- e. Suspension in/out of school.
- f. School sponsored activities.
- g. Two days of college visits (for juniors and seniors only). Must be coordinated and approved through the Guidance Office.
- h. Two days of job shadowing (for juniors and seniors only). Must be coordinated and approved through the Guidance Office.

3. Parents must call and inform the school when their son/daughter is absent or going to be absent. Failure of the parent/guardian to call the school within twenty four hours following the absence may result in the absence being recorded as unexcused. The student must communicate with their instructors, regardless the type of absence, and complete their course work within the allotted time.

4. Students who have been absent for any reason must check in at the high school office before returning to classes. Students will be required to make up the school work missed, including tests and class presentations, within the allotted time. Students will be given two days for every day absent to make up the required work. If the school work is not completed within the allotted time, the grade for the missed work will be docked unless extenuating circumstances dictate other arrangements be made with and approved by the instructor.

5. Students and parents are expected to verify attendance daily. Attendance reports are available online or a print copy may be requested at the office. Status should be checked and appeals should be made within five (5) days of any absence. Failure to meet this deadline will result in a bar of any future appeal.

Suspension-K-12

Suspension (in school or out of school) for disciplinary reasons does not count against the student's allowable absence days; however, all work must be completed in the allotted time or at the teacher's discretion.

Truancy Grades 9-12

Truancy is defined as failure to attend any assigned class(es) without valid excuse. Incidents of truancy accumulate throughout the year, rather than start over each semester. If a parent has a question regarding whether an absence will be considered excused or unexcused, the question should be directed to the Principal. The Principal will make final decisions regarding special circumstances.

Procedures for Dealing with Unexcused Absences include the following:

- Student/Parent/Guardian notification via JMC that the absence is considered unexcused
- Counselor/Administrator notification of the truancy
- First Truancy—Conference between administrator and student
- Subsequent Truancies—The student may be referred to a problem solving meeting with the high school's At-Risk Team and or the building administrator, counselor, and the student's parents/guardian.
- Significant lack of attendance in a course of study might reasonably be expected to negatively affect academic performance which would, in turn, negatively affect a student's grade in that course. Students will receive a maximum of 90% for any previously assigned school work due on the day of the unexcused absence. The same is true for exams and new assignments given the day of the unexcused absence. Further grade reductions may result from absences in the following situations:
 - a. Failure to attend make-up sessions as assigned for the completion of make-up work;
 - b. If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism may occur.
 - c. Additional work may be assigned to compensate for class time lost due to absences. However, the failure to complete make-up

assignments satisfactorily within the prescribed time parameters is a separate act and constitutes grounds for reduced credit. If a student demonstrates a persistent pattern of unexcused absences, coupled with a lack of make up work completion and/or make up of assigned class or lab time, the student may be dropped from the class. The class assignments and assigned make up class/lab time must be done within the time parameters previously noted. Exceptions or deviations from those time parameters are at instructor discretion. Students dropped from the class will then have an F recorded for the class and consequently receive no credit. The student will then be assigned to a study hall for that class period(s). Final decisions regarding a student being dropped from a class will be an administrative decision.

Alternative Program

High school students of senior status who need only a limited number of credits to graduate may attend school part-time if circumstances exist which preclude full-time attendance. Cases will be decided on an individual basis by the high school principal and guidance counselor. Alternative academic programming may be considered for students deemed at risk. To be eligible for interscholastic extracurricular activities, a student must take and pass the equivalent of 4 courses each grading period.

Tardiness

Students who are tardy upon arrival to school will be assigned a 30 minute detention. All other tardies received during the school day will be recorded with every third tardy resulting in a thirty minute detention. Students who are excessively late for a class may be recorded for an unexcused absence instead of a tardy. An excessive number of tardies may result in additional academic/behavioral interventions.

Appointments and Pre-planned Absences

Parents/guardians are asked to arrange appointments for students before or after school day hours if possible. ***Parents must notify the high school office, in advance, of any appointment their son or daughter has that is scheduled during the school day. Written doctor office verification of appointments scheduled during the school day is required of all students.*** In all cases, students should make arrangements with their teachers to complete all assignments.

Make-up Work

Make-up work is required of all students who have been absent. Due dates are determined by the number of days the student has been absent. Two days to complete makeup work will be granted for each day the student has been absent. Those students who have been assigned an in or out of school suspension will also be allowed two days for each day they have been out of the classroom to make up their work. **However, those students having received and served a suspension will have a maximum of one week to complete all required work.** Deviations from this procedure must be approved by the instructor(s).

Health Information

Whenever your child needs to take any type of medication, state laws requires a MEDICATION FORM be filled out and on file with the school nurse. This also includes non-prescription medication such as Tylenol. **Under no circumstances should a student have any medication in their possession; all medication is to be kept in the office with the exception of asthma inhalers.** We encourage students with asthma to have inhalers with them at all times. The following information must be on the medication container:

1. Name of medication and dosage
2. Time of the day medication is to be given
3. Name of physician prescribing medication
4. Name of student
5. Specific instructions to administer correctly

Participation in Extracurricular Activities and School Attendance

Students participating in extracurricular activities must attend school **all day** (including lunch and seminar) prior to attending afternoon or evening practice, competition, or public performance. This rule exists for the safety of students. The principal may grant waivers for unavoidable appointments. However, beginning with the 2017-2018 school year, students participating in extracurricular activities and athletics will be allowed one tardy per semester if they sign in by 9:00 a.m. in the high school office. By doing so they will be allowed to practice and/or compete on that date.

Semester Testing

All students, regardless of grades or attendance, will be required to complete semester exams in all classes when given.

Behavioral Expectations

Behavioral expectations at Central Springs are based on the premise that this is a workplace. Our goal is to have students who are educated, respectful, and responsible young adults. When a student fails to meet behavioral expectations, the following steps will take place:

Step 1

Staff member and student will work to resolve the behavioral issue. Parents must be notified. The student may be temporarily removed from class and appropriate consequences administered.

Step 2

With a second offense, and the student having been removed from the class for a second time, a problem-solving meeting will be held prior to the student's re-admittance to the class. This meeting will include the student, the staff member, parent or guardian, guidance counselor and an administrator or designee. If a parent/guardian is unable to attend, the meeting will proceed without the parent/guardian. Every effort will be made to have this meeting as soon as possible, so that the student will be able to return to class.

Step 3

If the pattern of inappropriate behavior continues the student may be referred to the Central Springs Administration and/or Board of Education to consider the potential for removal from the class or even school.

Offenses falling under Behavioral Expectation Guidelines include but are not limited to the following:

- **Physical Fights**
- **Weapons** (Pursuant to Board Policy 502.6, this includes the possession and/or use of weapons and their "look alikes" on school property).
- **Tobacco, Vaping devices and related paraphernalia and products, Alcohol, Illegal Drugs** (Pursuant to Board Policy 502.7, this also includes "look alike" substances that appear to be tobacco, beer, wine, alcohol, or controlled substances).
- **Harassment/Bullying**
- **Theft**
- **Insubordination**
- **Disrespect**
- **Disruptiveness**
- **Use of Profanity**
- **Truancy**
- **The use of language (direct, implied, or third person) that would indicate a potential, or a desire, to harm others, or a desire for others to do self harm. This includes "failed attempts" to be funny or humorous.**

Leaving School Grounds

Upon arrival at school, students are the responsibility of the school district. It is imperative that students do not leave school grounds without parental and school approval. **The school must have a parental call and have students sign out in the office if they need to leave during the day. There is NO OPEN CAMPUS for lunch.**

Those students leaving school grounds without appropriate permission will have that absence recorded as unexcused, with the possibility of additional academic/behavioral interventions imposed.

Detentions

Student detentions issued by administration, faculty, or staff will be served on assigned days from 3:20—3:50 p.m. Days of the week when students may serve their detentions may be assigned or designated. Students will have a total of six (6) days, including the day the detention was given, to serve their detention. Those students who have not served their detention in the allotted time may be issued additional detention time, in-school suspension or be assigned Saturday School. Additionally, when the number of detentions a student has been assigned and/or the severity of inappropriate behavior is such that the administration deems more severe consequences to be appropriate, the student may, instead of detention, be assigned in-school suspension or Saturday School.

Dress Code (Board Policy)

We at Central Springs value a safe and respectful learning environment for all. Students are expected to wear clothing that is suitable for school and promotes respectful student-teacher relationships as well as student-student relationships. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. For scheduled school hours and school activities, appropriate guidelines include:

1. No midriffs exposed. The student's hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
2. The hem of shorts (including athletic shorts), skirts, and dresses must be no shorter than approximately mid-thigh in length (half the distance between the top of the leg and the knee). A reasonable level of modesty is the expectation.
3. Outdoor coats are not allowed in the classroom.
4. Headwear (bandanas, hats, caps, sweatbands, or hoods) may not be worn at any time in the building.
5. Undergarments should be worn, not shown. Additionally jeans and other outer garments are not appropriate, nor allowed if they have excessive and/or revealing holes or tears in the fabric.
6. Spaghetti straps, tube tops, halter-tops, backless tops, and one-shoulder tops are acceptable **only** if they are worn underneath another acceptable or appropriate upper garment during school hours. Consideration will be given to dresses or outfits worn for more formal or special occasions such as Homecoming, Prom, and Concerts.
7. See-through clothing is not acceptable except when worn over other appropriate non-see-through garments.
8. Upper garments must not expose cleavage.
9. Slippers of any type are not allowed, however, flip-flops are allowed. Shoes must be worn at all times. In certain settings or conditions, classroom instructors may require specified footwear for safety purposes such as in the Industrial Technology shop.
10. Tank tops or sleeveless tops must be close-fitting in the armpit area.
11. All slacks, jeans, skirts, and shorts, etc. must be worn on or above the hips unless the student's top tucks into the slacks, jeans, skirts or shorts so no undergarments or skin are exposed.
12. Coaches of after school activities are to decide the dress code during practice and competition hours, and may require more formal dress for game or performance days.
13. No clothing or apparel is to promote products illegal for minors, display obscene or profane material, or make reference to prohibited conduct. This would include any attire that displays pictures or terminology containing innuendos or double meanings.
14. Spikes, chains, and similar items are safety hazards and are not allowed in school.

The above list is not intended to be all-inclusive. The administration or faculty designee(s) will make final interpretation and enforcement of the dress code. Any exceptions or variance from the district's dress code will require specific permission from the administration. Documented medical exceptions will be given consideration. A record of student dress code violations will be kept.

Students not in compliance with Central Springs' dress code will be asked by an administrator, a teacher, or other staff member to correct the situation immediately. This may include the student returning home to change clothes. If transportation home is not available, the student will be retained in In-School Suspension until a parent/guardian contact can be made and replacement clothing is secured. The resulting absence will be considered as unexcused. Repeat offenders may face disciplinary action including detention, suspension, Saturday School, or being referred to the Board of Education for the possible action.


Citizenship Credit (Board Policy)

The Central Springs Community School District's Board of Education, has made a strong commitment to preparing students in developing habits that will help them be successful now and in the future. Good citizenship includes habits of honesty, courtesy, respect, attendance, punctuality, prior preparation for classes, and adherence to school rules. Additionally, Board policy mandates that, as part of graduation requirements, a high school student must successfully pass and thereby earn one credit of citizenship per semester of attendance.

All high school students receive citizenship scores from each of their teachers. Instructors evaluate and score students in the following specific areas:

- Academic Conduct
- Work Completion
- Working with Adults
- Working with Students

Citizenship Rubric

	CENTRAL SPRINGS COMMUNITY SCHOOL DISTRICT <i>It is the mission of the Central Springs CSD to cultivate a positive learning environment that engages and empowers all students.</i>
	Work Habits and Scoring 3: Proficient 2: Progressing Towards 1: Beginning to Develop

Academic Conduct	Work Completion	Working with Adults	Working with Students
3 PROFICIENT <ul style="list-style-type: none"> <input type="checkbox"/> Arrives on time prepared for class consistently. <input type="checkbox"/> Participates in class, actions benefit instruction. <input type="checkbox"/> Accepts responsibility for their actions, rarely requires redirection. <input type="checkbox"/> Takes advantage of retake/relearning opportunities and support. 	3 PROFICIENT <ul style="list-style-type: none"> <input type="checkbox"/> Consistently completes quality work as assigned. <input type="checkbox"/> Usually submits work on time. <input type="checkbox"/> Never engages in cheating or plagiarism. 	3 PROFICIENT <ul style="list-style-type: none"> <input type="checkbox"/> Assumes responsibility for learning by seeking help and asking questions when needed. <input type="checkbox"/> Usually listens and follows directions. <input type="checkbox"/> Demonstrates effective communication skills and willingness to work with adults. 	3 PROFICIENT <ul style="list-style-type: none"> <input type="checkbox"/> Effectively communicates with other students. <input type="checkbox"/> Accepts different points of view and works well with classmates. <input type="checkbox"/> Does not participate in conflicts.
2 PROGRESSING TOWARDS <ul style="list-style-type: none"> <input type="checkbox"/> Arrives on time prepared for class inconsistently. <input type="checkbox"/> Participates in class, actions at times distract from instruction. <input type="checkbox"/> Usually follows redirection and changes their actions. <input type="checkbox"/> Occasionally takes advantage of retake/relearning opportunities and support. 	2 PROGRESSING TOWARDS <ul style="list-style-type: none"> <input type="checkbox"/> Inconsistently completes work as assigned. <input type="checkbox"/> Inconsistently submits work on time. <input type="checkbox"/> Engages in cheating and plagiarism. 	2 PROGRESSING TOWARDS <ul style="list-style-type: none"> <input type="checkbox"/> After prompted will seek help and ask questions. <input type="checkbox"/> Sometimes listens and follows directions. <input type="checkbox"/> Sometimes demonstrates effective communication skills and willingness to work with adults. 	2 PROGRESSING TOWARDS <ul style="list-style-type: none"> <input type="checkbox"/> Occasionally communicated effectively with other students. <input type="checkbox"/> Occasionally accepts different points of view and occasionally works well with others. <input type="checkbox"/> Usually does not participate in conflicts.
1 BEGINNING TO DEVELOP <ul style="list-style-type: none"> <input type="checkbox"/> Rarely brings materials to class, even with teacher coaching <input type="checkbox"/> Rarely participates, comments, or often distracts from instruction <input type="checkbox"/> Does not follow redirection to change actions <input type="checkbox"/> Rarely takes advantage or retake/relearning opportunities and support 	1 BEGINNING TO DEVELOP <ul style="list-style-type: none"> <input type="checkbox"/> Rarely completes work as assigned. <input type="checkbox"/> Rarely submits work on time. 	1 BEGINNING TO DEVELOP <ul style="list-style-type: none"> <input type="checkbox"/> Rarely seeks help or asks questions when needed even when prompted. <input type="checkbox"/> Rarely listens or follows suggestions given by adults. <input type="checkbox"/> Rarely demonstrates effective communication skills or willingness to work with adults. 	1 BEGINNING TO DEVELOP <ul style="list-style-type: none"> <input type="checkbox"/> Does not communicate effectively with other students. <input type="checkbox"/> Escalates conflicts. <input type="checkbox"/> Does not accept different points of view. <input type="checkbox"/> Does not accept differences in others.

Citizenship Failed

If a student fails citizenship for a semester, he/she is ineligible for one extra-curricular contest or public performance in the next activity he/she chooses to participate. In addition, the coach/director of that activity may survey teachers on a regular basis during the season and withhold students from additional activities should there be an unsatisfactory report. A student failing to earn their citizenship credit will be assigned school/community service. The student must submit a proposal to the school administration regarding the school/ community service they wish to perform. Guidelines for proposals may be obtained from the administration.

Academic Policies

1. Students shall carry seven (7) classes per semester plus PE to remain on schedule for graduation. Under extenuating circumstances, seniors may schedule less than eight (8) classes with administrative approval.
2. Seniors who are on or ahead of schedule for graduation may apply for "flex" schedules. These schedules are subject to administrative approval. A student must demonstrate a need (i.e. NIACC classes, Work Study) in order to be approved to flex. In addition, flex privileges may be partially or totally revoked if a student does not maintain a minimum GPA of 2.00 for each grading period.
3. Students returning to complete graduation requirements after their fourth year will be scheduled into only those classes needed to complete requirements.
4. Students wishing to change schedules will have four (4) consecutive days to do so without consequence. Courses dropped after that will be recorded as an F and no credit will be received in those classes. Under extenuating circumstances, exceptions may be made with administrative approval.
5. Late enrollees not transferring from another school will be handled on an individual basis. Students will be responsible for completing all work

assigned from the first day class sessions began.

6. Students enrolled in any off-campus program will be granted scheduling considerations necessary to enable their program to be successful.

7. Students who qualify may graduate one semester early with administrative and Board of Education consent. Any earlier graduation must meet Board of Education approval. Students who have graduated early are no longer eligible for interscholastic activities.

8. Foreign exchange students are welcomed at Central Springs. Upon successful completion of their year's program, they will be granted a Certificate of Attendance and be allowed to participate in commencement exercises.

9. Central Springs uses a 4.0 grade point scale. At the end of each semester, the following honor rolls will be published:

- Honor Roll Grade point average of 3.5 or better
- Merit Roll Grade point average of 3.0 to 3.49

Students graduating with a 3.5, or better, cumulative grade point average will be recipients of a gold tassel, which is to be worn during commencement.

10. Parents have access at any time to their child's grades on the Central Springs website, www.centalsprings.net. Any questions regarding the use of this technology should be directed to Jereme Baldus, Central Spring's technology coordinator. Mid-term status reports will be issued each semester. Progress reports will be sent on a timely basis to indicate a student's progress. Teachers and parents are encouraged to keep lines of communication open at all times. Report cards will be issued at the end of each quarter and semester. Students have ten (10) school days to resolve incompletes. Thereafter, the grade becomes an F.

Central Springs High School Student Athlete/Extracurricular Eligibility

1.) The State Scholarship Rule supersedes the Central Springs High School Student-Athlete Eligibility policy. The State Rule will be in effect at the end of any official grading period (semester). A contestant/participant given a failing grade in any course, for which credit is awarded, is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive calendar days beginning with the following legal competition dates for the 2016-2017 school year:

IHSAA Sports (Boys)	1st legal competition date, 2018-2019	Eligibility resumes at 12:01 a.m . on this date.
Fall Golf	August 9	September 8
Football	August 16	September 15
Cross Country	August 20	September 19
Bowling	November 19	December 19
Swimming	November 19	December 19
Wrestling	November 26	December 26
Basketball	November 26	December 26
Track/Field	March 11	April 10
Spring Golf	March 25	April 24
Tennis	March 25	April 24
Soccer	March 28	April 27
Baseball	May 20	June 19

IGHSAU Sports (Girls)	1st legal competition date, 2018-2019	Eligibility resumes at 12:01 a.m . on this date.
Cross Country	August 20	September 19
Swimming/Diving	August 20	September 19

Volleyball	August 20	September 19
Basketball	November 16	December 16
Bowling	November 19	December 19
Track/Field	March 11	April 10
Golf	March 20	April 19
Tennis	March 20	April 19
Soccer	April 1	May 1
Softball	May 20	June 19

For the ineligibility of the 30 calendar days to count for the student-athlete, he/she must start and finish the sport they participated in while ineligible. The head coach(s) of the sport in question determines the criteria for starting and finishing the season.

A student with a disability who has an Individualized Education Program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives included within the student's IEP.

Eligibility based on Quarter grading

If the student-athlete/extracurricular participant is not passing all classes at the end of the first and third quarter grading periods, he/she will be ineligible for competitions and/or public performances until midterm of the following quarter, at which time, if the student is passing all classes, he/she will regain their eligibility. Second and fourth quarter grades are submitted at the same time semester grades are turned in. Consequently, the semester grade submitted, and the State Scholarship Rule, will be used to determine eligibility at that time. Note: It will be at a given coach's discretion to use, or not use, second and fourth quarter grades to determine eligibility and the extent of any ineligibility (not to exceed 30 calendar days) created as a result of a student having failed a course(s) for one of those two quarters.

Eligibility based on midterm grading of each Quarter

If the student-athlete/extra curricular participant is not passing all classes at midterm of a given quarter, he/she is ineligible for competitions and/or public performances until the failing grade(s) is at a passing level. The instructor of the class in question must sign off for the student to become eligible.

Iowa High School Music Association and Iowa High School Speech Association Academic Eligibility

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the Iowa High School Music Association (IHSMA) or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive **calendar** days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

Academic Honesty

Central Springs High School expects each student to complete homework, tests, quizzes, and other assignments without cheating. Some examples (but not limited to) of cheating are as follows:

1. Obtaining or accepting a copy of a quiz, test, or other assignment previous to the quiz, test, or assignment.
2. Copying another student's work or providing answers to another student during a quiz or test.
3. Representing another student's work as your own.
4. Using notes or a book during a "closed book" test, quiz, or other assignment.
5. Representing material obtained from a book, internet sources, or other resource as your own.
6. Any other action intended to obtain credit for work that is not your own.

Consequences: Those found cheating will receive a zero for the work or assessment in question.

Building Management

To safely and effectively accommodate students and staff each day, certain regulations and policies are necessary. A basic premise for these policies is that our school is a place of business, where students have the right to learn and teachers have the right to teach. We expect our students to come to school each day with that in mind.

1. **Weather-related announcements** will be made through local media. Additionally, the ONE CALL notification system will be used whenever possible to notify of late starts, early dismissals, and cancellations.
2. **The building will be open at 7:30 a.m.**, for students who have teacher appointments or who will be eating breakfast. The academic wing will open at 8:00 a.m, except on Wednesdays when the academic wing will open at 8:10 a.m. Students are not to be in the building after 4:00 p.m. unless they are under the direct supervision of a staff member and/or coach.
3. **If a student becomes ill**, he/she should report to the office. Attempts will be made to reach parents. Under no circumstances should students leave the building without parental and administrative approval. Failure to sign out will result in an unexcused absence.
4. **Closed campus over the noon hour.** Exceptions, as a result of extenuating circumstances, may be granted, but only after a meeting between the student, parent, and principal.
5. **Wednesday evening is reserved** for church night. All school activities should conclude by 6:00 p.m. and students excused without consequence.
6. **Announcements** will be posted online, and/or announced via the intercom.
7. **Lunch money** may be brought to the elementary cafeteria (Commons) between 7:30 - 8:20 a.m. Students are expected to cooperate by not cutting in line and using good manners to keep the cafeteria clean and comfortable. Violators may be required to eat in a designated area.
8. **Fire and tornado drills** will be scheduled as required by law. Please move quickly and quietly to the designated areas and remain there until officially notified to return to class.
9. **Classroom phones** are intended for school business or to communicate between classrooms and are NOT to be used by students. Students should use the high school office phone when needing to call a parent. Office phones are for business and should not be used for personal calls.
10. The student use of **iPods, mp3** players, and headphones, for the sole purpose of listening to music, is at teacher's discretion. Cell phones and pagers may be brought to school, but should be kept in a pocket or purse. **If cell phones or touchscreen devices are seen or heard, they will be confiscated** and turned into the high school office. The first time one of these devices is confiscated, the student may pick it up in the high school office at the end of the school day. The second time, and thereafter, the school policy is violated, a parent must retrieve it from the high school office. It is the student's responsibility to make the parent aware that the confiscated device needs to be picked up in the high school office.
11. **Students are not allowed on facebook, Twitter**, or other social networks, during the school day. Students caught doing so may receive detention, suspension, or Saturday School.
12. **Gum, Pop, Candy, and Snack consumption** will be limited to the high school commons and courtyard only. Any pop found in a locker or a classroom will be thrown away. Should litter become a problem, this privilege could be revoked completely.
13. **Student Driving and Parking** in the lot north of the school is allowed. Use of the designated parking lot is a privilege and may be revoked if a student drives in an unsafe manner or parks in an illegal or inappropriate manner. Vehicles are off limits during the school day unless permission is obtained from the principal's office. Students are not to be in the parking lot except when coming to or leaving from school.
14. **School Dances, Parties and Picnics** must be scheduled in advance in the principal's office and receive administrative approval. Weekend events must be over by 12 midnight (12:30 a.m. for Homecoming) for grades 9-12, and 10:30 p.m. for grades 6-7-8. Weekday events must be over by 9:30 p.m. for grades 9-12 and 9:00 p.m. for grades 6-7-8. These events are for Central Springs students; however, dates from outside of school will not be denied entrance if prior approval has been obtained from the principal. A breathalyzer will be used at all school dances.
15. **PE and Book Lockers** will be assigned. Book lockers are secured with a combination lock and PE lockers with a padlock. However, students should not leave money or other valuables in these lockers. **The school is not responsible for items stolen or lost.** Vulgar language or suggestive or obscene pictures or papers advertising alcohol, tobacco or other drugs should not be taped on or in lockers nor should they be found within or on any instructional materials used at school.
16. **No Book bags** will be permitted in the classrooms. All book bags are to be left in the lockers.
17. **Displays of affection** are not appropriate in the school building or on school grounds. Hand holding is considered acceptable, but intimacy beyond that is not appropriate. In this regard, if a problem persists, disciplinary action may be taken. Additionally, in an attempt to eliminate the inappropriate behaviors, parents may be notified and asked to meet with the building administrator.
18. **Student visitors** are permitted only if approved by the principal and may be restricted to location and a specified period or amount of time to be in the building or on school grounds. All visitors are required to check in at the office.

19. **The District's Search and Seizure policy** states that school authorities may, without a search warrant, search a student. In addition, searches of student lockers, desks, work areas or student automobiles by whatever means deemed appropriate (including dogs) may be used to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students and school personnel. Camera surveillance may also be used to monitor students. Illegal, unauthorized or contraband materials may be turned over to the legal authorities for prosecution. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

20. **It is the policy** of Central Springs Community School District that all students have an equal opportunity for a quality public education without discrimination of any person. Likewise, the school environment shall be free of any form of harassment. Concerns about equity or harassment may be addressed to the counselor, principal or superintendent by calling 454-2208.

21. **Should there be suspicion** of child abuse by a school employee parents are urged to call the superintendent immediately. They may also call the AEA Level I investigator at 1-800-392-6640.

Good Conduct Code

Students who participate in extracurricular activities are representatives of our school/community and are held to higher standards of behavior. What follows is a summary of Board Policy 502.5, which addresses these expectations.

1. **Upon first participating** in an extracurricular activity, students are responsible for provisions of the Good Conduct Code year round until graduation, including the summer of graduation. Violations are cumulative for grades 9 through 12.

2. **Infractions include violations of the Code of Iowa** that reflect poor citizenship, use or possession of tobacco products, **Vaping devices and related paraphernalia and products**, alcohol, controlled substances, and/or their "look alikes" (Board Policy 502.7) or serious violations of the law. Those students of legal age to purchase, possess or use tobacco products, if participating in any extracurricular activities, are still responsible for all provisions of the Good Conduct Code.

3. **Allegations of misconduct** must come from a responsible adult, or a student involved. If an allegation is received by administration, the student will be advised of their right to return the following day with a parent. He/she may waive this right and discuss the allegation with the administration at that time.

4. **Before the hearing**, if the student voluntarily admits to the allegation, the school service noted below for the 1st offense, will be reduced by half. The eligibility issue remains the same. This applies to a first violation only. If the investigation proves invalid, the issue will be dropped.

5. **As not every possible act of misconduct can be anticipated** and listed herein, a student who gets in trouble with the legal or school authorities may be declared ineligible with the determination, nature, and length thereof being the responsibility of the school administration.

6. Consequences:

First offense: Ineligible for 10% (1 contest minimum) of the contests* in that activity. Fifteen (15) hours of school service to be completed within 30 school days. If an individual participates at more than one level of competition the penalty applies to the highest level he/she participates in and any lower level activities in the interim.

Second offense: Ineligible* for 50% of the contests** in that activity. Forty-five (45) hours of school service to be completed within 60 school days. In the event that less than 50% of the season remains, the ineligibility will carry over to the next activity in which the individual participates.

Third offense: Permanent ineligibility to participate in activities at Central Springs High School. If a student or parents feel they have not been given due process, an appeal may be filed with the superintendent.

7. **Students not involved** in extracurricular or co curricular activities will be assigned school and/or community service as deemed appropriate by the administration.

Note: Students must start and finish the sporting season used to complete or serve their ineligibility. Beginning and ending dates of the season in question are set by the head coach of that sport or activity.

*Ineligible / Ineligibility: Ineligibility as a result of failed citizenship or academic ineligibility must be served prior to a student serving their ineligibility assigned for their first or second violations of the district's Good Conduct Policy. Ineligibilities for failed citizenship, academics, and Good Conduct violations must be served consecutively and not concurrently.

**Contests that are counted toward the ineligibility period are sanctioned games/events. Scrimmages, jamborees, and practices do not count toward meeting the fulfillment of the student's ineligibility.