

**Central Springs  
Community School District**



**Intermediate &  
Middle School Handbook  
2021-2022**

**TABLE OF CONTENTS**

INTRODUCTION.....	3	Freedom of Expression .....	17
EDUCATIONAL VISION.....	3	Protection of Pupil Rights Amendment .....	17
District Mission Statement .....	3	Section 504/ADA Policy.....	17
Long Range Goals .....	3	Section 504/ADA Grievance Procedures.....	17
Faculty and Staff, Administration and School Board Members.....	3	STUDENT SCHOLASTIC ACHIEVEMENT.....	18
School Colors and School Mascot.....	3	Grade Reports.....	18
School History .....	3	Grade Point Averages .....	18
Equal Educational Opportunity .....	3	Homework.....	18
Jurisdictional and Behavioral Expectations Statement.....	3	Incomplete Work.....	18
Definitions .....	4	Standardized Tests .....	18
School Fees.....	4	Human Growth and Development .....	18
Emergency Forms.....	4	Open Enrollment .....	18
STUDENT ATTENDANCE.....	4	Educational Options .....	18
School Day .....	4	Adding/Dropping Courses .....	18
Extra-Curricular Attendance Requirements .....	4	Study Hall.....	19
School Delays and Closings, Emergency Cancellations, Etc.....	4	Honor Roll.....	19
STUDENT HEALTH, WELL-BEING AND SAFETY .....	5	Academic Eligibility for Extracurricular Activities .....	19
HAWK-I Insurance for Children.....	5	Promotion to High School.....	19
Immunizations .....	5	MISCELLANEOUS .....	19
Physical Examinations.....	5	Telephone Use During the School Day.....	19
Emergency Drills.....	5	School Announcements.....	19
Emergencies or Disasters .....	5	Visitors/Guests .....	19
Administration of Medication .....	5	Legal Status of Student .....	19
Student Illness or Injury at School .....	5	Breakfast/Lunch Information .....	19
Student Insurance .....	5	Buses and Other School District Vehicle.....	20
Communicable and Infectious Diseases .....	5	Event Transportation.....	20
Health Screening .....	6	Media Center.....	20
Homeless .....	6	Guidance Program.....	21
Sexual Abuse and Harassment of Students by Employees .....	6	Citizenship.....	21
Asbestos Notification .....	6	Inspection of Educational Materials.....	21
Physical Restraint of Students .....	6	Communications To and From School .....	21
STUDENT ACTIVITIES.....	6	Recess and Playground Rules .....	21
Assemblies.....	6	CITIZENSHIP RUBRIC.....	21
Field Trips .....	6	SCHOOL CALENDAR.....	22
Student Pictures .....	6		
Videotaping and Photographing .....	6		
School-Sponsored Student Organizations .....	6		
Good Conduct Eligibility Policy .....	6		
Conduct at Events.....	7		
Students Funds and Fund Raising .....	7		
Use of School District Facilities by Student Organizations .....	7		
Dances .....	7		
Student Council .....	7		
Educational Records.....	8		
Change of Address .....	8		
Interrogations by Outside Agency.....	8		
STUDENT RIGHTS AND RESPONSIBILITIES.....	8		
Make-Up Work.....	8		
Student Searches.....	8		
Student Lockers and Desks .....	9		
Threats of Violence .....	9		
Computer/Internet Use .....	9		
Dress Code.....	11		
Care of School Property .....	11		
Driving and Biking to School.....	11		
Heelies, Skateboards, Rollerblades .....	11		
Illegal Items Found in School or in Student's Possession.....	11		
Detention .....	11		
In-school Suspension.....	12		
Expulsion.....	12		
Academic Honesty.....	12		
Dual Enrollment Students.....	12		
Interferences at School .....	12		
Posting of Information.....	12		
Anti-Bullying/Harassment Policy .....	12		
Anti-Bullying /Harassment Procedures .....	13		
Complaint Procedure .....	13		
Investigation Procedure .....	13		
Resolution of the Complaint.....	13		
Points to Remember in the Investigation.....	13		
Conflicts .....	14		
Anti-Bullying/Harassment Complaint Form .....	15		
Anti-Bullying/Harassment Witness Disclosure Form .....	16		
Student Complaints .....	17		
Student Publications .....	17		

## INTRODUCTION

Welcome to Central Springs Middle School! This student handbook is designed to provide accurate and authoritative information regarding the Central Springs Middle School's policies and practices. This information is not all-inclusive but is intended to answer many of the questions asked each year. Please contact the building principal, Rob Hoffman, for any additional information you may need at 641-749-5301 or e-mail him at rdhoffman@centralsprings.net.

## EDUCATIONAL VISION

The Board of Education believes that the Central Springs Middle School should provide the finest administrative, teaching and operating staffs along with the best physical facilities attainable within the limitations of the district's ability and willingness to furnish financial support. The focus is on the students and their educational, physical, emotional, mental and social development. The Board of Education realizes that an effective public school program must be directed toward the common needs of all children, but must also consider the unique differences of individuals. The school shares with the home and community the responsibility for the development of each child who is prepared to participate fully, learn continually and contribute meaningfully to the world in relationship to his/her abilities.

## DISTRICT MISSION STATEMENT

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

## LONG RANGE GOALS

- ❖ All students will achieve at high levels in reading comprehension.
- ❖ All students will achieve at high levels in mathematics.
- ❖ All students will achieve at high levels in science.
- ❖ All students will improve student-to-student respect.
- ❖ All students will use technology to achieve proficiency in math, reading, and science.

## SCHOOL COLORS

Royal Blue and Black

## SCHOOL MASCOT

Panthers

## FACULTY AND STAFF

Annette Anderson – MS Literacy/Social Studies  
Kristen Barker—4th Title One  
Josh Bass – MS Social Studies  
Melissa Bass – Intermediate Math/Social Studies  
Kipp Beyer – K-8 PE & Health  
Amy Brown – Intermediate Literacy  
Victoria Culliton– MS Math/Science  
Chelsie Gibson– MS Science/SS/Special Education  
Larry Grein – 6-8 Industrial Technologies  
Lori Jost – Librarian/Media Specialist/MS Athletic Director Secretary  
Kiersten Kisner – 6-8 Art  
Kathie Lehmann – School Nurse  
Holly Main – MS Literacy  
Laura Marino – Administrative Assistant  
Melissa Hocken – 7-8 Careers & 4-8 Guidance Counselor  
Becky Miller – MS Science  
Loraine Mix – K-5 Vocal Music, 5-6 Band, 6 General Music  
Amy Pike- – Lunch Program, Administrative Assistant  
Janet Pridgen – Special Education  
Kira Rimrodt – MS Special Education  
Marti Steele – Intermediate Special Education  
Brooke Stiles – MS Math  
Derek Straube– 6-8 Family Consumer Science/Health  
Gidget Veech – K-12 Talented & Gifted, 7-8 STEM  
Brooke Weipert – Intermediate Literacy  
Dakota Wyborny – Intermediate Science  
Cole Younger – MS Vocal Music & 7-8 Band

## ADMINISTRATION

Darwin Lehmann – Superintendent  
Bill Carlson – PK-3 Principal  
Rob Hoffman – 4-8 Principal/MS Athletic Director  
Ken Estes – 9-12 Principal

## SCHOOL BOARD MEMBERS

Dave Luett- School Board President  
Lori Ginapp- School Board Vice-President  
Jean Schilling- School Board Member  
Jason Blickenderfer- School Board Member  
Joe Rowe- School Board Member

## SCHOOL HISTORY

In June of 2006, the Nora Springs-Rock Falls and North Central School Districts entered a whole-grade sharing agreement. Beginning the fall of 2007, the Central Springs Middle School opened its doors for the first time to students in grades 5-8. The middle school consists of two teams – one fifth and sixth and one seventh and eighth. On July 1, 2011, the districts consolidated and officially became Central Springs Community School District.

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Central Springs Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age (employment only), political party affiliation, actual or potential parental, family or marital status, and socioeconomic status (students/program only) in its educational programs, activities, or employment practices. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Rob Hoffman, MS Principal, PO Box 367, 509 North Iowa Avenue, Nora Springs, IA, 50458, (641) 749-5301, rdhoffman@centralsprings.net. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact or Jamie Martin at (641) 749-5301.

## JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

**This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Public displays of affection are also not considered appropriate for the school setting. Parents will be contacted if problems persist.**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or the student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not.

Employees, parents, guardians and community members of the district who have concerns about the district or board may refer to student and employee handbooks (*note: as of 7/29/21 awaiting guidance from Iowa Department of Education*)

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook provisions. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook provisions.

#### DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

#### SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school office at 641-749-5301 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

#### EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school if the information on the emergency form changes during the school year.

#### STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through punctual attendance, class participation and interaction with teachers do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. The habit of good attendance established early is one, which helps a person be successful throughout his/her lifetime. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 641-749-5301 on the day of the absence prior to 8:30 a.m. or e-mail the main office each day ([lmario@centralsprings.net](mailto:lmario@centralsprings.net)) the child is to be absent. If notification is not received, the office may attempt to

contact the parents. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

**The school determines whether an absence is excused or unexcused.** Excused absences include, but are not limited to, illness, family emergency, bereavement, absences related to the legal system, recognized religious observances and school sanctioned activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, employment and non-school sponsored activities. If a child is absent due to illness for four consecutive days or there is a pattern of absence due to illness, the principal may require medical documentation to determine if the absence as excused or unexcused. If parents do not provide satisfactory documentation, the principal may deem absences unexcused.

**Students are expected to be in school a minimum of 170 of 180 days in a school year.** Those dropping below that minimum will be subject to careful review with possible referral to the county attorney for mediation aimed at improving their attendance. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. After 4 tardies, the student may serve a ½ hour detention before or after school. Additional tardies may result in additional ½ hour detentions. When a student has exceeded eight tardies, he/she may be required to serve an in-school suspension or participate in an intervention program.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students are not allowed to make up schoolwork nor to submit late schoolwork due to an unexcused absence.

#### SCHOOL DAY

The school day is from 8:20-3:05. **Non-bus students should not be on the school grounds before 8:00 unless they are eating breakfast.** Students may be present on school grounds before 8:00 a.m. or after 3:15 p.m. only when they are under the direct supervision of an employee or an extracurricular activity sponsor. Those who are to leave before 3:05 are to sign out in the office. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal.

#### EXTRA-CURRICULAR ATTENDANCE REQUIREMENTS

It is a student's responsibility to inform his/her coach or director if he/she is at practice or a performance after having been absent from school that day. Excused absences include funerals, doctor, dental, and legal appointments, unless the student's absence is approved in advance by the principal. Other absences will result in the student not being allowed to participate. **Students must be in class by the beginning of the school day** to be able to compete in an extracurricular activity and the time missed must be an excused absence. In addition, leaving school, except in the case of the above listed reasons, will result in not being able to participate in an extracurricular activity. Only in extraordinary circumstances, may this rule be waived by the principal.

#### SCHOOL DELAYS AND CLOSINGS, EMERGENCY CANCELLATIONS, ETC.

Announcements regarding delays, weather closings, emergency cancellations, etc. will be made utilizing the JMC calling system. Parents who have registered contact numbers with the district will be called. If you have any changes of numbers, please notify Paula Beyer at 641-454-3283.

When school is canceled because of inclement weather prior to the start of the school day, school officials will also notify local radio stations KLSS, KRIB, KLMJ, KYTC, KCHA, and KGLO and the KIMT and KAAL

television stations. The missed day may have to be made up at a later date. Parents will be notified in advance by note, newsletter or a telephone call when a late start or an early dismissal, etc. is planned by school administrators.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. **Parents need to make plans in advance for their children in case of late starts, cancellations or early dismissals.**

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

#### STUDENT HEALTH, WELL-BEING AND SAFETY

It is essential that everyone in the school conduct themselves carefully and with concern for their own and others' safety at all times. Examples include following safety procedures when crossing the streets, entering and exiting busses, walking in the halls, respecting others and their property, and using common sense when it comes to following school procedures. We encourage students to notify teachers or the administration of any risks of injury or harm to themselves or others.

#### HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

#### IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the school nurse at (641) 749-5301.

#### PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor/physicians assistant/chiropractor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

#### EMERGENCY DRILLS

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

#### EMERGENCIES OR DISASTERS

In the case of an emergency such as a fire or tornado, students will be kept in the safest possible environment until we are reasonably certain that they can go home safely, or until parents/guardians or other responsible persons pick them up to go home.

#### ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. **Due to safety concerns, students may not carry or use prescription or non-prescription medication without the permission of the parents and the principal.** The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects and emergency number for parents. The parent must also provide signed consent for school personnel to supervise a student's taking said medication. The student is responsible for reporting to the nurse's office and in the event the nurse is not in, to the main office. The student will then be supervised as he/she takes the prescribed medicine. Over the counter drugs may be given in the nurse's office. Please call the school nurse (641-749-5301) to discuss the need for medication and the procedure to be followed. All over-the-counter drugs used are to be furnished by parents. If medicine needs to go home with the student, the student is responsible for picking up the medication from the nurse's office.

#### STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

**If your child is not to participate in physical education class, a written excuse is needed from your doctor.**

#### STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should check during school registration or contact the superintendent's office.

#### COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, whooping cough and chicken pox.

## HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, blood pressure and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

If a child is discovered to have head lice, the parents will be notified and advised of treatment options. It is expected that treatment be started before the child returns to school, the next day. If the parents fail to pursue treatment, the school district may contact the Department of Health.

## HOMELESS

The Central Springs School District is responsible for locating and identifying homeless children and youth who are living within the district. A "homeless child or youth of school age" is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, a compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils. If you are homeless or know of a child who is, please contact the guidance counselor, Jamie Martin, at 641-749-5301.

## SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Rob Hoffman at (641) 749-5301 or rdhoffman@centralsprings.net as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## ASBESTOS NOTIFICATION

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

## PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

## STUDENT ACTIVITIES

### ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Students will be required to attend assemblies unless informed otherwise. Attendance at these assemblies is a privilege. In all cases, students are to treat presenters with respect and courtesy. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

### FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Failure to abide by school rules may result in a student not being permitted to go on other trips that year. The principal has the right to withhold any student from going on a field trip, especially any student who has had previous behavior or academic struggles.

### STUDENT PICTURES

Individual pictures are taken early in the year by a private company. This is only a service to parents, who should feel no obligation what so ever to buy the pictures. Less formal pictures are taken of the students in the spring.

### VIDEOTAPING AND PHOTOGRAPHING

Videotaping and taking pictures for the newspaper or annual of classroom activities will be allowed at certain times. Efforts will be made to notify parents prior to videotaping classroom activities. If parents do not wish to have their children videotaped or photographed, they should contact the principal.

### SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### GOOD CONDUCT ELIGIBILITY POLICY

Any student whose conduct, both in and out of school for the entire calendar year, is such as to make him/her unworthy to represent the ideals, principles and standards of his/her school, will be declared ineligible to participate in extracurricular activities by the school and will remain ineligible until the school reinstates him/her to eligibility. Extracurricular activities are defined as school sponsored athletic teams, clubs, band, vocal music, plays/musicals, speech contests, drama contests and other school-related groups. If suspended from school (in-school or out-of-school), the student may not participate in extracurricular activities or contests for that day.

Therefore, a student may lose eligibility under the good conduct policy for any of the following behaviors:

- possession, use, or purchase of tobacco products, **vaping devices and related paraphernalia and products** regardless of the student's age;
- possession, use, or purchase of alcoholic beverages;
- possession, use, or purchase of illegal drugs or unauthorized possession, use, or purchase of otherwise legal drugs;
- being in a vehicle or in attendance at a party where minors are in possession of alcohol or illegal drugs; and/or
- engaging in any activity that results in arrest or citation under the Iowa Code (with the exception of minor traffic violations).

It will be the duty of the Activities Committee to determine the need for ineligibility. The length of ineligibility will be as follows:

First Offense--28 calendar days of ineligibility

Second Offense--90 calendar days of ineligibility

One calendar year of ineligibility for every offense thereafter.

Offenses are cumulative beginning in grade seven through grade eight and beginning again in grade nine through grade twelve. However, if a student is declared ineligible in middle school, that student must serve the said period of ineligibility before being determined eligible for high school activities. Each student will begin the period of ineligibility for his/her first offense and/or second offense after being declared ineligible by the Activities Committee (if that student is currently participating in an extracurricular activity) or at the beginning of his/her first participation in an extracurricular activity following being declared ineligible. Ineligibility for a third offense and any offense thereafter shall begin after being declared ineligible by the Activities Committee.

If a student comes forward to a coach, administrator or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to the finding of guilt by the administration, the period of ineligibility may be reduced by one week on the first offense.

On the second offense, a student may choose to seek professional counseling at his/her own expense in order to reduce his/her period of ineligibility to sixty days. A request to reduce the period of ineligibility will be submitted by the student to the Activities Committee (in the form of a written explanation of the counseling program to be complete) not later than ten days after he/she has been declared ineligible. The Activities Committee reserves the right to deny this request. A reduction in the period of ineligibility will be granted only after successful participation in a counseling program as determined by the Activities Committee.

The procedure for determining the need for ineligibility will be as follows:

(a) An Activities Committee comprised of the middle school principal and two other staff members will review each case and a decision will be given in writing to the student, the student's parents/guardians, all activity directors and the superintendent of schools stating the reason for the decision and the length of ineligibility.

(b) Any student may appeal the declaration of ineligibility to a Hearing Panel composed of the superintendent and athletic director not involved in the case. Such appeal shall be made in writing to the superintendent not more than ten days after the written declaration is given. The superintendent shall notify the building principal, the student and the student's parents/guardians of the time and place of the hearing.

(c) At the hearing the student may be accompanied by his/her parents, by legal counsel or by any other advisor of his/her choice. The school district may also be advised by its legal advisor. The Hearing Panel, in its discretion, may postpone the hearing upon request of postponement when it seems necessary and appropriate.

(d) At the hearing, the student may appeal orally or in writing. The appeal may admit or deny the allegations in whole or in part. The student may also offer any explanation or comment that he/she believes relevant to the appeal.

(e) Each party to the hearing, directly or through their legal advisor, may introduce evidence or witnesses to testify in their behalf. If a party submits a written statement as evidence that party shall clearly indicate how and from what source the evidence was obtained. Each party shall have the opportunity to question any witnesses, either directly, through

legal counsel, or through an advisor. If the hearing panel finds if necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. These proceedings shall be administrative and shall not be conducted as an adversarial proceeding.

(f) If the student fails to appear at the hearing, or if having appeared, makes no response to the decision of the Activities Committee, the Hearing Panel shall, nevertheless, invite the school administration to submit evidence in support of the Activities Committee Decision.

(g) Provisions shall be made either for a transcript or a verbatim record (tape recording) of the hearing. The complaint, the decision of the Activities Committee, and student's response, the transcript or record, and any other documents used in the proceedings, with the exception of the final deposition of the case, shall be for use only in the proceedings and the internal processes of the school district related to the proceedings and shall not be voluntarily disclosed to any person outside the school district, except with the student's consent. The transcript or verbatim record may be omitted from the proceeding upon agreement of both parties.

(h) The Hearing Panel shall consider all relevant evidence introduced at the hearing and make its finding of facts. Improperly acquired evidence shall be excluded.

(i) The decision of the Hearing Panel will be made in writing to the student, the student's parents/guardians all activity directors and the Activities Committee.

(j) The decision of the Hearing Panel may be appealed to the Board of Education by written notice delivered to the superintendent not more than ten days after the Hearing Panel is received. The same hearing procedures shall be followed as were followed in the first hearing.

#### CONDUCT AT EVENTS

Students are expected to conduct themselves in a reasonable and proper manner whether at our school or at another school. Failure to do so may result in being denied school transportation and/or admission to home events.

#### STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

#### USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or school office (641-749-5301) to reserve a room. School district policies, rules and regulations are in effect during these meetings.

#### DANCES

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students must be in class by the beginning of the day on the day of the dance or have an excused absence approved in advance by the principal in order to attend. Guests from other schools will not be admitted. High school students are not permitted to attend middle school dances. Students who attend the dances may not leave during the dance and return. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

#### STUDENT COUNCIL

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. Students are elected to the student council within the first

weeks of school. Meetings will be called based on necessity by the student council advisor and/or the principal.

### **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the superintendent's office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child-care programs. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 5 to the principal. The objection needs to be renewed annually.

**NAME, GRADE LEVEL, ENROLLMENT STATUS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.**

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index/html>.

### **CHANGE OF ADDRESS**

All changes of address or telephone numbers should be reported to the school as soon as possible. If you know that your family will be moving to another school district, please notify the teacher and the office. We will attempt to make transfers as smooth as possible.

### **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 or other agent of the court 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 administrator, 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 court order. Generally, prior to allowing the interrogation, the administrator shall attempt to contact the parents of the child to inform them of the request and ask if they wish to be present during the interview.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **MAKE-UP WORK**

Students who know in advance that they are going to be absent are to make arrangements for their class work with their teachers before they leave. The teacher may assign different, yet related work. When make-up work is not returned when due, an "F" may be recorded for that work.

#### **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; or, the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.



Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

### STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. **Any items displayed on the outside of the locker must be directly related to an academic or extra-curricular school-sponsored program.** The expenses to repair damage done to a student's locker and desk are charged to the student. **The school assumes no responsibility or liability for personal items kept in student lockers.**

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

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

### COMPUTER/INTERNET USE

**The primary goal of CSCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate.**

**A.1 Ownership:** CSCSD retains sole right of possession of the device and grants permission to the student to use the device according to guidelines set forth in this document. Moreover, Central Springs administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or

#### **Your Responsibilities:**

-Treat this equipment with as much care as if it were your own property.

-Bring the device and charging unit to CSCSD during every school

day. (If you forget them, substitutes will NOT be provided.)

-A loaner will be provided for school day use only in the event of a hardware failure that is out of the student's control. -If the device is damaged as a result of gross negligence on the student's part, then the loaner will not be provided. This can be reviewed on a case-by-case basis by the CSCSD Technology Department.

-Keep the device either secured (e.g. home or other secure place where others do not have access) or attended (with you or within your sight) at all times!

-Keep the device stored in a secure place (e.g. locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices, and trips, store the device in a secure place assigned by your coach/sponsor and arrange to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft.

-Unattended and unlocked equipment, if stolen -even at school- will be your full financial responsibility.

-Avoid use in situations that are conducive to loss or damage. For example, never leave devices in unlocked school vans or buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen.

-Avoid storing the device in a car other than a locked trunk. Avoid leaving the computer in environments with excessively hot or cold temperatures. For example, warm days make very hot cars.

-Do not let anyone other than your parents/guardians use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

#### **Adhere to CSCSD 1:1 Device Use Policy at all times and in all locations.**

Read and follow general maintenance email alerts from school technology personnel.

#### **Document Storage:**

-It is recommended students save work, documents, pictures, etc. on the "cloud" using their school issued Google account.

**-The use of USB thumb drives is not permitted.**

-All personal items saved locally to the device may be permanently deleted or lost if there is a hardware or software issue with the device.

-The technology department will not backup data when working on the device or run updates.

-The technology department or the school district is not responsible for lost data.

#### **General Care:**

-Do not attempt to remove or change the physical structure of the device, including keys, screen cover, or aluminum casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.

-Do not remove or interfere with the serial number or any identification placed on the device.

Keep equipment clean. For example, don't eat or drink while using the device.

**-Do not do anything to the device that will permanently alter it in any way.**

-Do not put stickers or use any type of markers on the device.

#### **Carrying the Device:**

-Always completely close the lid or case and wait for the device to enter sleep mode before moving it, even for short distances. Movement while the device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

-Always store the device in the case issued with it. Note: do not store anything (e.g. cords, papers) in the area within the case designed for the device other than the device itself as this may damage the screen.

-We recommend you carry the device bag inside your normal school pack. The "vertical sleeve" style device case was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not

over-stuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components. Or- use the case provided shoulder strap crossing it over your neck.

-Do not grab and squeeze the device, as this can damage the screen and other components.

#### **DISCLAIMER**

The CSCSD does not have control of all the information on the Internet or incoming email, however CSCSD has an Internet and spam filter in place. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Central Springs Community School District. While CSCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CSCSD, we expect students to obey the 1:1 Device Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, CSCSD account holders take full responsibility for their access to CSCSD's network resources and the Internet. Specifically, CSCSD makes no warranties with respect to school network resources nor does it take responsibility for:

-The content of any advice or information received by an account holder.

-The costs, liability or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

#### **DISCIPLINE**

Any student who violates these rules will be subject to disciplinary action, the minimum of which will result in parental contact.

#### **Inappropriate use and consequences:**

All device services shall be used in a responsible, efficient, ethical, and legal manner. The following violations may lead to disciplinary action or loss of network use privileges or both. This list is not complete; additions can be made without notice.

#### **Inappropriate use of the network and Internet:**

-Viewing unauthorized materials, images, and/or websites is prohibited

-Showing, depicting, suggesting, or implying illegal activity, drug use, or gambling

-Showing or encouraging violence against a living being or physical property

-Showing adult-oriented material, including nudes or images that show or suggest sexual acts

-Showing provocative or explicit dress (or undress)

-Storage of inappropriate materials on the school network is prohibited.

#### **"Minor" violations:**

##### Internet violations

-Communicating by using email or network during class time when use is not related to class

-Game playing on the local device or online at school during class time when use is not related to class

-Viewing or participating in any chat room activity at school unrelated to class

-Knowingly accessing inappropriate or non-educational websites, including but not limited to MySpace, Facebook, or Google+ during class time when use is not related to class

-Conducting personal business transactions such as soliciting/advertising for a business, advertising/buying/selling of goods for sale, participating in gambling and/or lotteries while school is in session

-**Taking photos or videos of students or staff without direct teacher approval for educational and classroom purposes.**

##### Network violations

-Installation or removal of any programs not directly authorized by the technology staff

-Adjusting or changing device settings without permission.

#### **"Major" violations:**

-Use of someone else's account

-Moving, deleting, or changing files/folders not your own

-Removing or damaging computer hardware

-Bypassing the school's filter.

**Consequences for violations:** The consequences listed below are examples of possible consequences. Teachers, administrators, and the CSCSD technology department will determine the appropriate consequence based on the severity of the infraction and the student's history of infractions. Possible consequences may include but are not limited to the following:

-Loss of network and device privileges

-Restriction to school day use only

-Restriction to use of desktop computer within the school

-Restriction to use only in classroom under direct teacher supervision

-Complete prohibition of use of device or network at any time

-Detention

-Suspension or expulsion

#### **RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a 100% working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen, or damaged.

Such care includes:

-Not leaving equipment in an unlocked car or unlocked home.

-Not leaving equipment unattended or unlocked while at school or elsewhere.

-Not lending equipment to anyone except one's parents/guardians.

-Not using equipment in an unsafe environment. –Students must keep the device locked (e.g. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

A device left unattended and found by a staff member will be taken to the School Office.

• First Offense: The student responsible for the device will receive a warning.

• Second Offense: The student's privileges may be restricted.

**Additional information can be found in the CSCSD 1:1 Device handbook.**

## DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

For scheduled school hours and school activities, appropriate guidelines include but are not limited to:

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, skirts, and dresses should 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 & bags 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.
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 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 acceptable. Shoes must be worn at all times. Classroom instructors may require specified footwear for safety purposes in certain settings such as in the Industrial Technology shop.
10. Tank tops or sleeveless tops must be close-fitting in the armpit area.
11. Bedclothes and clothing intended for sleeping are not to be worn at school.
12. 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.
13. 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.
14. No clothing or apparel is to promote products illegal for minors, display obscene or profane material, display racial or sexual remarks, or make reference to prohibited conduct. This would include any attire that displays pictures or terminology containing innuendos or double meanings.
15. Spikes, heavy 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 the 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 or meeting with the Board of Education.

## CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district for the cost of repair and/or replacement. This will be true whether or not there was intent to

do damage. In certain circumstances, students may be reported to law enforcement officials.

## DRIVING AND BIKING TO SCHOOL

Parking on school grounds is a privilege. Cars and other motorized vehicles should be parked only in designated parking areas, and bicycles should be properly parked in the bike racks. Students will not have access to their vehicles during the school day unless permission is granted by a teacher or principal. The school will handle violations of the parking policy in the following manner:

- First Offense: The driver will be asked to move the vehicle.
- Second Offense: The driver will be fined \$5 and asked to move the vehicle.
- Third Offense: The vehicle will be towed/removed at the owner's expense.

## HEELYS, SKATEBOARDS, ROLLERBLADES

Due to safety concerns the use of heelys, skateboards, rollerblades and roller skates on school property is prohibited. If a student violates this policy once, the item will be kept in the office for the student to pick up at the end of the school day. Subsequent violations will result in confiscation, and the parent will need to come in for a meeting with the principal before the item will be released to the parent. Heely shoes may be worn to school if the wheels have been removed.

## ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances, **vaping devices and related paraphernalia and products** on school property, or at any activity sponsored by the school district on or off of school district property. Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. The principal may require attendance at an appropriate education and/or treatment facility as a condition for return to school and continued enrollment in school.

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and 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. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Weapons and other dangerous objects shall be confiscated from students and others bringing them onto the school district property or onto property within the jurisdiction of the school district. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

## DETENTION/ISOLATED LUNCH

Teachers have the authority to assign students to detention or isolated lunch for periods ranging from one to three days for misbehavior in class, including failure to do class work in a timely manner. A student sent to detention three times from the same class will not be permitted to return to the class without the principal's approval. In the absence of such approval, the student will receive a failing grade.

Students may also be assigned to detention either before or after school. Under normal circumstances students will be given the option of same day or the following day detention. Failure to report when assigned may result in the detention being doubled or suspension from the class or school until the detention is served.

## IN-SCHOOL SUSPENSION

In school suspension is the temporary isolation of a student from one or more classes while under proper supervision. In-school suspensions may be imposed by the principal or by another person in charge of the attendance center for infractions of school rules which are serious but which do not warrant the necessity of removal from school. The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension.

## EXPULSION

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board or the law, or when the presence of that student is considered to be detrimental to other students within the educational process. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time, and no later than five days, following the suspension pending hearing. If, for some reason, it is impossible to hold the hearing within those five days, the student may be granted provisional re-admittance to classes until such time as the hearing can be scheduled. Where a student is suspended pending a hearing, the student shall be afforded means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guiltless.

The superintendent or designee shall notify the student and the student's parents of the place and time of the hearing. The school board shall properly notify the student, as well as the superintendent, or the designee concerning the board's findings of fact and determination. Within three days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the school board stating his/her reasons.

## ACADEMIC HONESTY

Students are expected to do their own schoolwork, and cheating is not tolerated. Examples of cheating include but are not limited to:

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

Cheating is dishonest and prevents learning from taking place. Discipline may include the loss of credit for the quiz, test or assignment and/or class credit for the grading period, parental contact, as well as loss technology privileges.

## DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent's office at 641-454-2211.

## INTERFERENCES AT SCHOOL

iPods, MP3 players, radios, CD players, headphones and other personal electronic devices are allowed **only** in classrooms **with teacher/supervisor permission**. Cameras, televisions, hand-held games, water guns, toys and other similar items constitute a potential classroom disruption and are not allowed in school. Cell phones and other personal electronic devices may be brought to school, but should be kept in a pocket or locker. **If cell phones are seen, heard, or used between the hours of 7:30 – 3:05 without teacher permission, they will be confiscated.** Inappropriate use of a device or a prohibited item will result in it being taken away from the student. The first time one of these devices is confiscated, the student may pick it up in the office at the end of the day. The second time, a parent must retrieve it from the office. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Student to class may carry water bottles to class, unless safety guidelines prohibited use (e.g., science labs). Water bottles should be clear and only used for water. Pop, sports drinks, coffee, etc. may not be consumed during school hours. This individual privilege may be revoked if the bottle becomes a distraction to the learning environment.

## POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least 24 hours before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

## ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be

in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

#### ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser either verbally or in writing that the student expects the behavior 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.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - ✓ tell a teacher, counselor or principal in a timely manner; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

#### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

#### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

#### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

**CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	<b>Age</b>	<input type="checkbox"/>	<b>Physical Attribute</b>	<input type="checkbox"/>	<b>Sex</b>
<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Physical/Mental Ability</b>	<input type="checkbox"/>	<b>Sexual Orientation</b>
<input type="checkbox"/>	<b>Familial Status</b>	<input type="checkbox"/>	<b>Political Belief</b>	<input type="checkbox"/>	<b>Socio-economic Background</b>
<input type="checkbox"/>	<b>Gender Identity</b>	<input type="checkbox"/>	<b>Political Party Preference</b>	<input type="checkbox"/>	<b>Other – Please Specify:</b>
<input type="checkbox"/>	<b>Marital Status</b>	<input type="checkbox"/>	<b>Race/Color</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>National Origin/Ethnic Background/Ancestry</b>	<input type="checkbox"/>	<b>Religion/Creed</b>	<input type="checkbox"/>	

Description of misconduct: \_\_\_\_\_  
 \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):  
 \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



### STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 3 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

### STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
  - ✓ commit unlawful acts;
  - ✓ violate school district policies, rules or regulations;
  - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - ✓ disrupt or interfere with the education program;
  - ✓ interrupt the maintenance of a disciplined atmosphere; or
  - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity. Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to disciplinary measures.

### PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding surveys, collection of information, collection and use of student information for marketing purposes, and in the case of certain physical examinations. These rights include the following:

- 1) Consent before students are required to submit to a survey containing questions about personal choices and issues.
- 2) Receive notice and the opportunity of a student to opt out of student surveys, physical examinations, and collection disclosure or use of personal information obtained from students for marketing. An exception is student directory information (refer to **EDUCATIONAL INFORMATION**).
- 3) Inspect upon request surveys, instruments used to collect personal information for marketing and any instructional materials or curriculum.
- 4) The right to file a complaint with the U.S. Department of Education when the school district does not comply with FERPA requirements. This address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

School district policy requires that parents or legal guardians be informed of any survey containing protected information, collection disclosure, or use of material for marketing, or physical examinations or screening. This notification, in all cases, will be done through the U.S. Mail.

### SECTION 504/ADA POLICY

The Central Springs School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities (ADA) applies to employers who have over fourteen (14) employees regardless of federal financial assistance or public entities, such as public school districts. Under both Acts, the definition of an "individual with a disability" is a person who:

1. has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, working, walking, learning, etc.; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The district will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents/guardians of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program. Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, including the District's updated self-evaluation, contact the Section 504/ADA Coordinator: Rob Hoffman, Middle School Principal, Central Springs Middle School, PO Box 367, 509 North Iowa Avenue, Nora Springs, Iowa 50458, (641) 749-5301, rdhoffman@centralsprings.net.

## SECTION 504/ADA GRIEVANCE PROCEDURES

The Central Springs School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act (ADA) shall be addressed through the grievance procedure which follows:

### Step 1

The person who believes s/he has a valid basis for grievance under Section 504, or the Americans with Disabilities Act (ADA) shall informally discuss the complaint with the Section 504/ADA Coordinator.

### Step 2

If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Section 504/ADA Coordinator within five (5) working days of disposition at Step 1.

The Section 504/ADA Coordinator will appoint a hearing officer within five (5) working days of receipt of the written complaint. The hearing officer will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The hearing officer shall give the parent/guardian, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent/guardian, student, or employee may, at his/her own expense, be assisted or represented by individuals of his/her choice, including legal counsel. The hearing officer will present his/her written decision to the Section 504/ADA Coordinator and complainant within ten (10) working days of the hearing.

### Step 3

If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Central Springs Board of Education. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Superintendent's Office within five (5) working days of disposition at Step 2.

The Board of Education will address the complaint at its next regularly scheduled meeting provided the written complaint is received in the Superintendent's Office at least one (1) week prior to the next scheduled meeting of the Board of Education.

Within ten (10) working days of addressing the complaint, the Board of Education will issue a written disposition of the alleged grievance through the Superintendent's Office.

### Step 4

If the complaint is not satisfactorily resolved following Step 3, further appeal may be made to the Director of the Iowa Civil Rights Commission, Des Moines, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

## STUDENT SCHOLASTIC ACHIEVEMENT

### GRADE REPORTS

Students receive progress reports in the form of report cards at the end of each quarter and semester. Half way through each quarter, students earning a grade below a C- will also receive a progress report indicating their grade and areas in need of improvement. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. **Students and parents can also check grades online utilizing the JMC school program.** Access information will be distributed at the beginning of the school year. Questions regarding the JMC program and access to grades should be directed to the school office.

Students who receive an incomplete in a class must complete the class within one week after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

## GRADE POINT AVERAGES

We are using the following 4.00 grading scale to figure average GPA's:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

**P.E. classes are figured into the GPA.** Cumulative GPA's are figured at semester only.

### HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### INCOMPLETE WORK

Incomplete work must be completed by the end of the unit of study or the assignment grade becomes an "F". Teachers have no responsibility to continually remind students of incomplete work. The responsibility to know of and to complete work in a timely manner rests with the student.

### STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

### HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from any or part of the human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from instruction.

### OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

### EDUCATIONAL OPTIONS

Various educational options are available to students including home schooling. Please see the counselor for more information.

### ADDING/DROPPING COURSES

All schedule changes must be made during the first week of school. The teacher and guidance counselor's permission are necessary to add or drop a class. Written parental permission is also needed if a student in 6<sup>th</sup>-8<sup>th</sup> grade chooses to drop band and/or a student in 7<sup>th</sup>-8<sup>th</sup> grade chooses to drop choir.

## STUDY HALL

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough school work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a pass. Passes may be obtained from staff to come to their area to work, but students must return with verification before the period ends.

## HONOR ROLL

Each semester, the school district recognizes all students who achieve a grade point average of 3.67 or above (A Honor Roll) and a grade point average of 2.67-3.66 (B Honor Roll) by publishing our honor rolls in the local newspapers. The school district also recognizes students achieving a 2 or above (on a 3 point scale) in all areas of citizenship.

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All contestants in extra-curricular activities shall be enrolled students of the school in good standing. To be eligible for any extra-curricular activity a student shall be passing all coursework for which credit is given and shall be making adequate progress toward grade level completion at the end of each grading period. Any student who is failing a core class at mid-term or quarter will be determined ineligible for extra curricular activities. Each week after the mid-term or quarter, an updated grade report will be reviewed by an administrator. Students who improve their previously failing mid-term or quarter grade to passing will have their extra-curricular eligibility reinstated. A student may still participate in practices. S/he will not travel with the team to AWAY events. **Academic eligibility will be determined by the midterm and quarter grades.** The date grades will be made available will be set by the administration. One week after grades are posted, a grade recorded as an incomplete will be considered failing. Due to extenuating circumstances, the principal may extend the period of time allowed to make up class work without the incomplete being considered failing. If a student does not pass all classes at the end of the 4<sup>th</sup> quarter, the student is ineligible for the four consecutive weeks following the end of the final grading period. A student is academically eligible upon entering the ninth grade.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program.

Academic eligibility applies to all extra-curricular activities. Students involved in co-curricular activities are subject to the same provisions with the following exception. 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 that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive school days.

## PROMOTION TO HIGH SCHOOL & SUMMER SCHOOL

Eighth grade students who are in good standing and who have passed all of their core classes (math, language arts, science, social studies and reading) during their eighth grade year will be promoted to high school. If a 7-8 grade student does not pass a core class at semester, he/she will be required to attend summer school in order to make up the work needed to obtain a passing grade.

## MISCELLANEOUS

### TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Phone messages will be posted on the office window. Students should check there periodically. Classroom phones are intended for school business or to communicate between rooms and are NOT to be used by students. Students should use the office phone or come to the

office and ask to use their cell phone when needing to call a parent. Office phones are for business and should not be used for personal calls.

## SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal and submit the announcement to the office prior to 8:20 AM. Announcements should pertain to school-sponsored activities.

## VISITORS/GUESTS

Visitors to the school grounds must sign in at the main office and sign out before leaving. Each visitor will be issued a visitor badge, which should be worn for the entire visit. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. In an effort to minimize disruption of the educational day, we ask that students have their guests visit for a maximum of two hours. The first few weeks and last few weeks of the school year are not good times to visit. The district maintains the right to refuse entry to any visitor who may be disruptive or dangerous.

## LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## BREAKFAST/LUNCH INFORMATION

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Ala carte items are available to all students in the middle school. Parents wishing to prohibit their children from purchasing these items should contact the school the office.

Each family will have an account. Students make deposits into the family account and access this when they go through the food line by typing in a 4 digit number. Students must deposit money into the account prior to using the account. Families will be notified when the account gets below \$10.00 and have the option of checking the lunch account balance at any time by checking online or by calling the school. The lunch program also keeps track of items that students charge on a daily basis. A printout of the family account activity may be requested at any time by contacting the school office (see contact information below). Money sent to school should be turned in at the office.

If a student chooses to bring a sack lunch to school, please try to make sure that the meal is well balanced. **Because we have a closed campus during lunch, we do not compete with local establishments (Casey's, McDonalds, Subway, etc.). Students may bring a cold lunch from home, but hot lunches purchased from downtown or other restaurants will not be allowed in the school.** Any special dietary needs related to disease, allergies, etc. must be put in writing by the child's doctor. **Pop is not allowed!**

Free and reduced priced meals are available to those who qualify. The necessary forms may be obtained at any time prior to and throughout the school year from the school office. The following lunch program guidelines need to be followed:

1. No charging lunch or breakfast. Students in grades 6-8 may be offered a peanut butter sandwich and milk if they have no lunch money. Students who are 5 days worth with a negative balance of lunch/breakfast will be reminded to bring money. If that balance goes beyond 5 days, the student will be given a peanut butter sandwich and carton of milk for five days. After that, students will be expected to bring their own lunch or go without lunch/breakfast until a deposit is made to the dining system account.
2. Students may ask to check the lunch computer for their balance. The family balance shown includes that day's lunch charges.

3. Parents who would like to check on their family balance, prohibit ala carte, or receive a statement should call the school office.
4. Students will be given a four-digit number that they will enter in the keypad. The lunch operator will then select the appropriate charges and complete the transaction. If the account has a negative balance, no ala carte items will be sold until a deposit is made to the account. The lunch account balance needs to remain in the positive.
5. Students on free meals may bring money to deposit into their account for ala carte items.
6. Cooks, lunch operators, and supervisors expect students to be respectful and well mannered in the lunchroom.

<u>Breakfast</u>	<u>Daily</u>
Students (Pk-8)	\$1.50
Adults	\$1.50

<u>Lunch</u>	<u>Daily</u>
Grades Pk-3	\$2.20
Grades 4-8	\$2.55
Adults	\$3.85

<u>Extra Milk</u>	
All	\$ .30

<u>Ala Carte Items</u>	
All	Vary from \$ .50 up to \$2.00.

#### BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules to help insure the safety of all passengers. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders are under the direct authority of the bus driver.
- No pop or glass containers on the bus.
- Riders must be in their seats before the bus will move and shall remain seated while the bus is in motion.
- Riders shall not extend their hands, arms, or head through the bus windows.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. **The use of inappropriate language may lead to the immediate removal of bus privileges.**
- Riders shall not open or close the bus windows without the permission of the driver. Students are to use the emergency exit only in case of emergency or emergency drills.
- Riders shall keep the bus clean and refrain from damaging it.
- Riders shall be courteous to the driver, to fellow riders and to passers-by. Older students have a responsibility to help younger students.
- Riders shall enter and leave the bus at school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions.

- Riders shall refrain from talking to the driver while the bus is in motion.
- Each rider must go directly to his or her seat upon entering the bus.
- Rough-housing, pushing, hitting or any other form of physical abuse is prohibited on the bus or at bus loading areas. **Physical aggression and inappropriate behaviors may lead to the immediate removal of bus privileges.**
- Riders must keep their feet off of the seats, out of the aisle, and off other students.
- Riders must keep sharp objects off the upholstery. No nuisance objects, such as water guns, knives, skateboards, external speakers, etc. shall be allowed on the bus.
- Riders must not throw objects about in the bus nor out through the windows.
- Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
- Pupils must avoid playing or loitering on the highway when waiting for a bus.
- Pupils must cross roads in accordance with instructions and the provision of Section 321.372, Code of Iowa
- Parents - - **contact your driver at the bus barn (749-5309)** or by a signed note if your student is to either get on or get off the bus at some place other than the usual place. **In order to assure that your student gets on the correct bus, please contact the bus barn or school (749-5301) BEFORE 6:50 a.m. and BEFORE 3:00 p.m.**
- Three-strike disciplinary action will be enforced:
  - Strike 1. Bus driver files a report and the student meets with Transportation Director and principal.
  - Strike 2. Bus driver files a report and the student meets with Transportation Director and principal.
  - Strike 3. Student meets with Transportation Director and principal and the consequences will be:
    - \* Three days off the bus
    - \* Subsequent Offense: One week off the bus
    - \* **Subsequent Offense: Suspended from bus for 10 days, or more.**

#### **These rules apply to all bus routes, shuttles, field trips and activity trips!**

Children should play and visit within limited areas when waiting for the bus. Children should not chase each other out into the streets or highways. When waiting for the bus, the children need to give the buses plenty of room to load and unload students.

The District and its agents and employees shall not be held responsible for personal items brought onto school property, or for replacing, repairing, or recovering such property. **School issued iPads are not to be out of their protective bags while on the bus.** Cell phones are NOT to be used on the bus unless it is an emergency or prior driver consent is given.

This procedure is intended to provide safe, fair and just treatment to all children who ride the bus. We promise to do our part by treating all students fairly and with the dignity they deserve. We expect the same in return.

#### EVENT TRANSPORTATION

Students will be expected to ride with the group both going to and returning from events. Notes for a student to do otherwise must go through the principal. If parents wish to make other arrangements for the student, they must communicate that to the principal ahead of time, or to the sponsor personally.

#### MEDIA CENTER

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center. Fines for lost books or magazines will be assessed based on the original cost and age of the material.

## GUIDANCE PROGRAM

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program. The middle school guidance counselor is Melissa Hocken. She can be reached at (641) 749-5301 or [mhocken@centralsprings.net](mailto:mhocken@centralsprings.net).

## CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. The desired outcome of the education program is to prepare students to be responsible citizens in their school, community, state, nation, and global community.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community. The desired attributes for students include honesty, courtesy toward and respect for others, attendance, punctuality, preparation for class and adherence to rules. The Central Springs student will be expected to demonstrate excellent citizenship in the following ways:

1. Academic Conduct
2. Work Completion
3. Working with Adults
4. Working with Students

Students will be graded on the Essential Learnings of Citizenship for each class. Citizenship grades will be determined each **quarter** using the following rubric as the method of assessment:

**Proficient= 3    Progressing Towards= 2    Beginning to Develop= 1**

## INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent's office at (641) 454-2211.

## COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

The Central Springs School District also distributes a monthly newsletter via e-mail and/or mail to all district patrons. If you have any questions regarding the newsletter, please contact Amy Pike at 641-454-2208.

## RECESS AND PLAYGROUND RULES

While playing on the playground, it is important to keep the following rules in mind.

- Students must obey the adults supervising recess at all times.
- No fighting, tackling, roughhousing, pushing, throwing snowballs or rocks, etc.
- Playground equipment is to be used in a manner which is safe and for which it was intended (i.e., sitting on the swings, sliding down the slide facing forward, etc.)

- Soccer balls, kick balls, footballs, volleyballs, and basketballs will be provided by the school. These are to be shared and used in an appropriate manner. Students are expected to return them to the ball cage after recess is over.
- Toys or other items brought from home are the responsibility of the student who brought them.
- Students are not allowed to enter the parking lot. If a ball or other item leaves the playground, an adult supervisor should be contacted immediately.
- If a student is injured while playing on the playground, the recess supervisor should be contacted immediately. (See STUDENT ILLNESS OR INJURY AT SCHOOL)

- Students need to dress appropriately for the weather. On cold days, coats, hats and mittens are highly recommended. Boots and snow pants are also recommended when snow is on the ground.
- Recess and playground privileges can be taken away. Students will report to a designated area during recess time if this occurs.

