

Welcome to Camanche High School

Camanche High School is a comprehensive high school for students in grades nine through twelve. As a “comprehensive” school we take on the challenge of providing relevant study for all students regardless of whether they may be college prep, special needs, or vocational. The community of Camanche has demonstrated its support of our school through the provision of outstanding facilities, dedicated staff, and active participation in the school’s learning and activities. Communication between the teacher and the parent/guardian is important to help bridge the gap between home and school. We will attempt to provide you with as much information as reasonably possible concerning your child in the learning environment. Please read this handbook thoroughly with your child(ren). All of us are linked together in the educational process. Cooperation and communication are keys for success. The high school staff is ready to serve you in every way that we can to ensure that your child has successful experiences at Camanche High School. No question or concern is insignificant to us. Do not hesitate to contact us. It is our desire to build the best positive environment for our students and staff. We rely on and are most appreciative of your support.

Welcome to an exciting 2018-19 school year!
Principal

MISSION STATEMENT

THE MISSION OF CAMANCHE HIGH SCHOOL, IN PARTNERSHIP WITH THE STUDENT, FAMILY, AND THE COMMUNITY, IS TO PROVIDE A QUALITY LEARNING ENVIRONMENT WHICH PROMOTES TEACHER AND STUDENT RELATIONSHIPS THAT OFFER EACH STUDENT THE OPPORTUNITY TO ACQUIRE THE SKILLS, ATTITUDES, AND KNOWLEDGE TO BE A RESPONSIBLE CITIZEN AND A LIFELONG LEARNER.

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- Threats of Violence
- Textbooks and Replacement
- Visitors
- Release of Student Information

Annual Notice

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2018-2019 Calendar

August 23, Classes Begin

September 3, Labor Day – No School

October 2-7, Homecoming Week

October 26, End of 1st Quarter

October 10 & 11, Parent-Teacher Conferences – 1:15 Dismissal

October 12, No School

Nov 21-23, Thanksgiving Break

Dec 24- Jan 4, Winter Break

Jan 7, Classes Resume

Jan 17-18, Semester Tests

Jan 18, End 2nd Quarter

Jan 21, Martin Luther King Day – No School

Jan 22, Begin 2nd Semester

Feb 18, Presidents' Day – No School

Mar 6 & 7, Parent-Teacher Conferences – 1:15 Dismissal

March 8, No School

March 29, End of 3rd Quarter

April 18-April 22, Spring Break

May 30-31, Semester Tests

May 31, End of 2nd Semester

TBA, Graduation

May 27, Memorial Day – No School

June 3, Faculty In-Service

All inclement weather days will be made up at the end of the year.

Every Wednesday will follow the 1:45 early-out schedule for teacher professional development

**Bell Schedule
2018-2019**

	M, T, Th, & F Regular Schedule	Wednesday Professional Learning Early Dismissal
1 st	8:00-8:42	8:00-8:35
2 nd	8:46-9:28	8:39-9:14
3 rd	9:32-10:14	9:18-9:53
4 th	10:18-11:00	9:57-10:32
Lunch/MTSS	11:00-12:11 A Lunch Eat 11:00-11:30 MTSS 11:34-12:11 B Lunch MTSS 11:04-11:41 Eat 11:41-12:11	
5 th	12:15-12:57	10:36-11:11
6 th	1:01-1:43	11:11-12:29 A Lunch 11:11-11:41/Class 11:45-12:29 B Lunch 11:59-12:29/Class 11:15-11:59
7 th	1:47-2:29	12:31-1:06
8 th	2:33-3:15	1:10-1:45

In case school is delayed, canceled, or dismissed early due to emergency or bad weather conditions, schedules will be amended. Please wait for your phone call if you have signed up for the automated system or tune in to the following stations: WHBF Channel 4, KWQC Channel 6, or WQAD TV Channel 8. **PLEASE DO NOT CALL THE SCHOOL DURING EMERGENCIES OR STORMS IN ORDER TO KEEP PHONE LINES OPEN.** All activities may be canceled if an early dismissal or cancellation of school occurs.

JURISDICTION AND BEHAVIORAL EXPECTATIONS

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration of the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, obscene gestures or language.

This handbook, 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 charter buses; while attending or engaged in school activities; and while away from school grounds. Any misconduct applies which 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, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. These violations include failure to abide by the district's policies, rules, or regulations; disruption of the educational program; disruption of the school district or a school activity; or violation of another student's rights. Disciplinary measures include, but are not limited to, removal from a classroom, detention, suspension, probation, expulsion, and removal from extracurricular activities.

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

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 district's facilities, district property, property within the jurisdiction of the district or district premises, school-owned or operated buses or vehicles or chartered buses. The term "school facilities" includes the district's buildings. The term "school activities" means all school activities in which students are involved in school-sponsored and school-approved events or activities held on or off school grounds.

ACADEMICS

Cheating and Plagiarism

Cheating is defined as the practice of fraud or trickery and/or violation of rules in a dishonest manner. Ex: copying off someone's test

Plagiarism is defined as stealing or passing off ideas or words of another as your own, without crediting the source. Ex: cutting and pasting a term paper off the internet

Our responsibility in education is to foster responsible learning and work practices. With this concept in mind, cheating and plagiarism will not be tolerated. While studying and learning together is a proven, effective method of learning, copying promotes irresponsibility and dishonesty. In college these practices are dealt with by course removal with a failing grade or by expulsion. In the work world the result could be dismissal from employment. Infractions at the high school level must be dealt with at the same level; however, there is never a one solution fits all. With this in mind, penalties may range from redoing the work, failing marks for the work, failing marks for the course, or removal from class. This decision will be made by the classroom teacher after possible consultation with the principal and guidance counselor.

Class Standings

In order to be a ... You must have...

Freshman (9th Grade).....between 0-6.0 Units

Sophomore (10th Grade).....between 6.1-12.0 Units

Junior (11th Grade)..... between 12.1-17.5 Units

Senior (12th Grade)..... 17.6-22.5 Units

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in the student's Individualized Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Students must be registered for at least four (4) academic courses and physical education class per semester. In order to meet graduation requirements of 22.5 units, a student needs to earn an average of 5 or 6 units each year.

College Visits

Juniors and Seniors are encouraged to visit colleges they are interested in attending. Juniors and Seniors may be excused for up to *two* days/year to visit a college campus with permission from the guidance counselor and with a signed note and phone call from the

parents. Written verification of the visit by college officials is required. Students must submit the Pre Absence Form before being absent to make arrangements for making up tests, quizzes and/or homework for the day.

Doctor's Excuse

If a student has a doctor's excuse for physical education, the student must turn in the excuse to the physical education teacher. Students must attend physical education class even with a doctor's excuse unless other specific arrangements have been made between the physical education teacher, the principal, and the student.

Grading Scale and Grade Reports

Grades in school subjects represent the teacher's best assessment at a given time of the student's achievement. A teacher's assessment is based on a combination of factors: daily work, participation in class activities and discussion, oral and written tests, and semester exams.

Mid-Term Reports

Deficiency reports are written to the parents of students who are failing or nearly failing. These reports are electronically sent approximately after the fourth week of each quarter.

Report Cards

1st & 3rd Quarter—sent electronically

1st & 2nd Semester—mailed via USPS

Conferences

Parent-Student-Teacher conferences are beneficial and a welcome method for improving home/school communication and setting goals for student learning. They may be initiated by teachers, parents, or students. Parents may call and request appointments through the main office at any time. However, during the scheduled conferences, there will be no specific appointment times and parents may confer with the teacher(s) of their choice during PT conferences.

Grading Scale

Students in all academic classes will be graded on the following standard scale:

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

U = Unsatisfactory - No graduation credit allowed
S = Satisfactory - Graduation credit allowed
I = Incomplete - 2 weeks allowed to complete work. No credit unless/until completion.
WP = Withdraw Passing
WF = Withdraw Failing

Graduation Requirements and Early Graduation

It will be the policy of the Camanche Community School District to require 22.5 Carnegie Units for graduation from Camanche High School. A "Unit" is given for a satisfactorily completed subject requiring approximately five hours of work per week for an entire year. Every student is required to include a minimum of 6 units per year including .25 units of Physical Education. Variation from this policy will be allowed only with the consent of the High School Principal.

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Students wishing to graduate early must fulfill all "Graduation Requirements" under the Board policy. The student must receive approval from the Board and a recommendation by the superintendent and the principal. Early graduates may participate in the end of the year Commencement exercises.

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.

Honor Roll and Academic Awards

The high school will recognize students for outstanding academic achievement four times during the year, at the end of each quarter and semester. Two levels of achievement will be recognized; Honors (3.0 - 3.499 G.P.A.) and High Honors (3.50 - 4.0 G.P.A.). Valedictorian and salutatorian awards will be determined based upon the student's first seven semesters of high school. Final class ranking will be determined based upon all eight

semesters of the student's high school career. Students who may be tied in rankings for the number one (valedictorian) designation will all receive valedictorian's designation. The graduate next highest in rank order will receive salutatorian designation.

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 the human growth and development instruction. Parents should contact the principal if they wish to review the curriculum.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Make-Up Work

Students shall receive one day for each day missed to make up their class work unless the absence is due to an extended illness. Students excused by a Pre-Planned Absence form, such as a family trip or school activity, may be required to have all work completed upon their return to school or before leaving for the trip. Students with an unexcused absence do not have to be given the opportunity to make-up the work or work may only be for partial credit. Missed tests or quizzes from an unexcused absence must be made up immediately upon return to school.

Multi-Cultural and Non-Sexist Education

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program shall be free of such discrimination and provides equal opportunity for the students. The education program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. Special emphasis is place on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both mem and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to the Superintendent Title IX, Title VI and Section 504 Compliance Officer, Camanche School District, 702 13th Avenue, Camanche, IA 52730; or by telephoning the Superintendent at 563/259-3000; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Central Administrative Office and the Administrative Office in each attendance center.

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 open enroll. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Central Administration Office for information and forms.

College Connection Individualized Registration Program (CCIR) High School Information Sheet & Checklist

What is College Connection Individual Registration (CCIR) Program?

- In 2016, the state of Iowa made changes to the Senior Year Plus program that eliminated the P.S.E.O. as an option for high schools that have concurrent enrollment contracts with their local community college.
- College Connection Individual Registration (CCIR) is the enrollment option that will continue to provide high school students opportunities to register for specific courses that are not provided via other contractual options.

Who can enroll in College Connection Individual Registration (CCIR)?

- Each high school should establish procedures for determining student eligibility for CCIR. Students must meet requirements of the high school to be provided access to CCIR.
- In addition, students must meet placement, and any pre-requisite requirements of the requested course per the college catalog.
- Students should register as soon as approved to secure course availability.

What is the cost to students for CCIR courses?

- The high school district pays for the CCIR course. Some high schools may charge the student for unsatisfactory progress in a CCIR course. Please check with your particular School District policy for specific details.

Does EICC provide transportation?

- EICC does not provide transportation.
- Transportation may be provided by the School District as a necessary option.
- Please determine the specific transportation policies within your district.

How do students acquire textbooks?

- EICC does not pay for books in the CCIR Program.
- Please discuss the best option for obtaining books and materials for students enrolled in the CCIR program.
- High schools can choose textbooks from an EICC bookstore: www.eicc.edu/bookstore

Steps for High Schools to Enroll in College Connection Individual Registration (CCIR):

r College Connection Individual Registration Form is available at www.eicc.edu/ccir

- Your EICC Advisor can assist with every step of the process.

r Counselors meets with student to determine eligibility.

- High School requirements for enrollment in CCIR are reviewed and student's eligibility is discussed and determined.
- Course placement may include ACT, ALEKS, or high school GPA requirements.

- Course pre-requisites and scores are evaluated and discussed.
- r High School Staff and the student complete the CCIR form.
- r Student is provided information on completing college registration process. (See Student Checklist)
- Student must complete an EICC Application for Admissions at www.eicc.edu/apply
 - Student may need to send HS transcripts, ACT scores or complete the ALEKS assessment.
 - Information on course placement can be found at www.eicc.edu/placement
- r Student discusses CCIR enrollment with the parent / guardian and acquires signature.
- r Student returns completed CCIR sheet to appropriate High School Office.
- r High School submits form to EICC Campus Contact.
- r EICC processes student's admissions and registration for the approved courses.
- r Student is notified about CCIR Orientation Dates.
- Student Signs up & attends the "Bridge" orientation.
- r EICC returns processed form to High School Contact.
- r High School provides completed form to student.
- High school discusses books, materials, and possible transportation services.
 - High schools may receive textbooks from EICC www.eicc.edu/bookstore
 - High schools may rent/acquire textbook from 3rd party vendors.

Eastern Iowa Community College Academic Advisors

EICC Academic Advisors are available to support you. The advisors are available to assist you during their frequent visits to your high school; by appointment, and via e-mail. The advisors can assist you in course selection, academic and career planning, transfer information, and degree planning.

Clinton Concurrent Advisor:

Joe Shovlain (563) 244-7014 jshovlain@eicc.edu

Muscatine Concurrent Advisor:

Anabelia Calderon-Flores (563) 288-6035 acalderon-flores@eicc.edu

Scott Concurrent Advisors:

Molly Gleason (563) 336-5241 mmgleason@eicc.edu

Haleigh Hoyt (563) 441-4057 hhoyt@eicc.edu

Eastern Iowa Community College Admission Representatives

EICC Admission representatives are also available to assist you. They are available during frequent visits to your high school, by appointment, and via e-mail. The admission representatives can assist you in scholarship information, visit opportunities, tours, financial aid, admission requirements, and college presentations.

Clinton Community College Admissions Representative:

Heather Evans (563) 244-7007 hlevans@eicc.edu

Muscatine Community College Admissions Representative:

Elizabeth Medina (563) 288-6007 emedina@eicc.edu

Scott Community College Admissions representative:

Kelsey King (563) 441-4007 kking@eicc.edu

Schedule Changes

The office will use the following criteria when considering schedule change requests. Changes may be made only for the following reasons:

- Failure in a required course attempted a previous semester.
- Approved level changes by the teacher and the counselor (as in Math).
- Special Education placement.
- Significant change in college or career planning as recommended by the counselor or principal and endorsed by the student and parents.
- Seniors who need courses for graduation.
- Required courses not on the student's schedule.
- Failure to have necessary prerequisite for a course.
- Student already has credit in the scheduled class.
- Newly registered student -- no previous schedule.
- Administrative request.
- Adding a class that does not disturb the rest of the schedule (including P.E.). Such additions are contingent upon availability of space and the student's aptitude or preparation for the course.

A new class may be added during the first five days of the semester. To drop or add a class you must see the principal or guidance counselor to get approval and to have your schedule changed.

Semester Tests

Semester tests will be administered to all students using the last two days of each semester. A special schedule will be implemented for these sessions. Some basic guidelines are as follows:

- Students will be required to be in attendance only during the periods in which they have a test scheduled.
- Semester Tests will not count for more than 20% of the Semester Final Grade.
- The Commons and the Media Center will be utilized as supervised visiting and studying areas, respectively, for those students who wish to stay in school between tests.
- Students will remain in the testing session until dismissed by the teacher in charge.
- If work or appointments conflict with an exam, school must take precedence.
- Failure to appear for a final exam will result in the student receiving a “zero” for the test, which will be averaged into the student’s semester grade.
- Students with 2 days or fewer absences (16 class periods) will be eligible to exempt out of 2 classes of their choice, provided they have no unexcused absences or tardies. The student must be passing a course for the semester to exempt out of the final exam.

Transfers or Home Schooling

Immediately notify the office and/or guidance counselor if transferring to another school. A 24-hour notice is appreciated. The school district automatically transfers a student’s records to a new school district upon receipt of a written request from the new school district for the student’s records. Parents notified that the student’s records have been sent are given an opportunity to view the student’s records that were sent and have a right to a hearing to challenge the content of the student’s records that were sent.

Parental consent is not necessary to forward a student’s records to a new school district or for the school district to request them from a student’s previous school district. When a new student transfers into the school district, the student’s records are requested from the previous school district.

Student Transfers - In

Students who transfer into this school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent or his or her designee will make the grade level determination. The Camanche Community School District may require testing or other information to determine the grade level of the student.

If the student has been previously attending a non-accredited school or has received competent private instruction, the Camanche Community School District will not accept any grades or credits to count towards graduation.

The district will only accept a maximum of four (4) credits earned by summer school, correspondence, or post-secondary enrollment courses. These four credits will be accepted for graduation, but the grades earned will not count in the student's accumulated grade point average from correspondence and summer courses.

Home Schooling

Students who are home schooled and enrolled in classes or participating in school activities in the district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. These students need to contact the guidance counselor for permission to attend classes or participate in school activities.

ACTIVITIES

School-Sponsored Student Activities

School-sponsored student extracurricular 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 or sponsor's rules as well as for violation of school district policies, rules, or regulations.

Attendance Requirement

Team or group members will be allowed to practice or participate in contests or performances on any given day only if they are in school for one-half of their academic day. Exceptions to this attendance requirement are possible only when arrangements are made in advance through the Activities office.

- Unexcused single period absences during the day or other disciplinary actions may cause a student to be withheld from contests on that day. This disciplinary action is at the discretion of the Administration or the Activities Director.

Eligibility Requirements

Students are responsible for obtaining and keeping their eligibility in order to participate in all activities. Students are not eligible:

- If they do not have an annual physical examination as specified.
- If they are twenty years of age or older.
- If they have attended high school for more than eight semesters.
- If they have not met the requirements of Iowa's "No Pass, No Play" rule.
- If they did not attend school during the preceding semester or entered school this semester during the last week of school.
- If they have changed school this semester, except for a similar change of residence of their parents.
- If they have ever accepted an award for their high school participation from an outside source other than an inexpensive, unframed, unmounted paper certificate of recognition, or if they receive any money for expenses or otherwise for their participation in an athletic contest.
- If they have competed on an outside school team as a team member or as an individual while out for a sport and during the sport season without the previous written consent of their principal.
- If they ever trained with a college squad or have participated in a college event.
- If their personal habits and conduct in or out of school are such as to make them unworthy to represent the ideals, principles, and standards of their school (*See the "Conduct Code" section of the Student Activities Handbook.*)

Good Conduct Rule

To retain eligibility for participation in Camanche High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing in which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, electronic cigarettes, or vaporizing devices regardless of the student's age;

- possession, use, or purchase of alcoholic beverages, including beer and wine (“use” includes having the odor of alcohol on one’s breath);
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.
- engaging in behavior on social media sites or other public domains that does not represent standards of the Good Conduct Rule.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible until the administration determines that the penalty has been completed.

Penalties

Penalties for violations of the Good Conduct Policy may be found in the “Student Activities” handbook.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeal Process

The Camanche School District recognizes and supports the principle of appeal. Students and/or parents who feel discontentment with decisions made in accordance with school procedures may appeal the decisions to the building administrator within five school days following the giving of notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision.

Students and/or parents who are still discontent with the decision of the administrator may file a request for review with the superintendent within three school days after

notification of the building administrator's decision. At the conclusion of the review, the superintendent or designee shall affirm, reverse, or modify the building administrator's decision.

Students and/or parents may appeal the superintendent's decision to the local Board of Education. State law provides for an appeal beyond the local Board of Education.

ANTI-BULLYING/HARASSMENT POLICY

The Camanche Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the Board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

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

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

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

- “Trait or characteristic of the student” includes but is 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.

- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent or Superintendent’s designee. An alternate will be designated in the event it is claimed that the Superintendent or Superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or the Superintendent’s designee (hereinafter investigator) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include 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, which may include termination. If after investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school

grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

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 (Circle all that apply)

Age	Physical Attribute	Sex
Disability	Political Belief	Sexual Orientation
Familial Status	Race/Color	Socio-economic Background
Marital Status	Religion/Creed	Other – Please Specify:
National Origin/Ethnic Background/Ancestry		

Describe misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, 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-HARASSMENT/BULLYING 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: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator/respondent: _____

Date of complaint: _____

Nature of discrimination or harassment alleged (Circle all that apply)

- | | | |
|--|--------------------|---------------------------|
| Age | Physical Attribute | Sex |
| Disability | Political Belief | Sexual Orientation |
| Familial Status | Race/Color | Socio-economic Background |
| Marital Status | Religion/Creed | Other – Please Specify: |
| National Origin/Ethnic Background/Ancestry | | |

Summary of investigation:

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

Signature: _____

Date: _____

ABSESTOS NOTIFICATION

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses.

There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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.

ATTENDANCE POLICIES AND PROCEDURES

Students who have strong attendance records are more likely to achieve higher grades and enjoy school life to a greater degree. A student's attendance record is an important part of his or her permanent record and can be a significant factor not only in being admitted to college, but also in getting and keeping a job. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility that a positive attendance record indicates.

Something important happens in school every day in every class. The activity and interaction between teachers and students can never be exactly duplicated through makeup work. It is the responsibility of the school, working cooperatively with parents, to provide accountability for student attendance.

Purpose of the Attendance Policy

The purpose of the Camanche High School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Camanche High School. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance.

Please take into account the TOTAL number of days your child has missed a class or classes due to very legitimate reasons such as: driver's license appointment, college visits, medical appointments, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of days out of class can interfere with learning.

The CHS Attendance Policy has been approved by the Camanche Board of Education. Any questions should be directed to the administrators responsible for attendance.

24 hour Attendance Number (563) 259-3008

THE ATTENDANCE POLICY

Eight unexcused absences are permitted for each academic semester course before credit may be lost. Unexcused absences beyond this number may result in loss of credit for the course or courses in which the student has been absent. Loss of credit in a course may result in failure to meet graduation requirements.

A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF UNEXCUSED ABSENCES AND/OR UNEXCUSED TARDIES.

Unexcused Absences:

- All absences not identified below as excused are considered UNEXCUSED
- Absences that are not explained by a Pre-Planned Absence Form, a telephone call from a parent that is not received before 9AM on the day of absence are considered UNEXCUSED
- An absence deemed "unexcused" by the administrator.
- Leaves class without permission.

Unexcused Tardies: (equals 0.50 unexcused absence per occasion)

- Occurs when a student arrives to a class without authorization after the bells rings.
- Students arriving more than halfway through the class without authorization will be considered unexcused absent.

Excused Absences, which do not count towards the loss of credit, include:

- Student illness (Medical documentation will be required after nine absences due to illness in order for further absences to be considered excused.)
- Death or critical illness in the family
- Response to a legal process
- Medical appointment (which cannot be scheduled outside of the school day)
- School related activities chaperoned by a district employee (field trips, sports, extra-curricular activities, class meetings)
- Meeting with college representatives
- Suspensions: in-school or out-of-school
- Homebound instruction
- **Scheduled** office and guidance appointments
- Religious observance
- For juniors and seniors ONLY: 2 days for college visits are allowed. Students must fill out a Pre-Planned Absence Form available in the principal's office prior to going on a college visit AND notification from parent must be received.

COMMUNICATIONS FROM PARENTS

Please call the attendance secretary at (563) 259-3008.

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent telephone calls to excuse an all-day or morning absence must be received by 9AM on the day of the student's absence, or the absence will be classified as unexcused.
- Parent request for an early dismissal must be made *before* the student is dismissed in order for dismissal to be considered excused.
- Confirmation from doctor/ dental office upon return from appointment

- Provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.
 - Either party may request a meeting to further discuss a student's medical condition.

COMMUNICATIONS TO STUDENT AND PARENTS

Student and parents may access student attendance reports through JMC Parent Portal. Parents will be notified of **unexcused absences (or the equivalent of)**:

- First-Third Unexcused Absences:
 - Phone call from attendance secretary
- Fourth Unexcused Absence:
 - Phone call from attendance secretary
 - Excessive Absence Notification Letter: The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Fifth-Seventh Unexcused Absences:
 - Phone call from attendance secretary
 - A parent meeting will be scheduled after the SIXTH unexcused absence or the equivalent of the SIXTH unexcused absence
- Eighth Unexcused Absence:
 - Phone call from attendance secretary
 - Excessive Absence Notification Letter: The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Ninth Unexcused Absence:
 - Phone call from attendance secretary
 - Retention of Credit Letter: The purpose of this letter is to inform the parent and student when a student is in jeopardy of losing credit and information regarding the Appeals Process will be included.

ANTICIPATED ABSENCES

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call **and** a Pre-Planned Absence Form must be completed.

DISMISSAL DURING THE SCHOOL DAY

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

1. Under rare or emergency circumstances, a phone call from a parent must be received by the attendance secretary prior to student dismissal. A parent may come to the attendance office and personally request dismissal.
2. The student must sign out in the Attendance Office. If the student returns to school, the student must sign in at the Attendance Office to verify the time of his/her return and provide appropriate documentation.
3. Students returning from any type of outside of school appointment: doctor etc., must present a note upon return from the appropriate office to the attendance secretary.

Failure to meet the above conditions will cause any class absences to be considered unexcused. Such absences will be counted towards the unexcused absence total.

ILLNESS IN SCHOOL

- In case of illness while in school, the student must report to the main office/ nurse's office.
- The nurse, with parental permission, will make the decision to dismiss the student from school.
- Once the nurse has obtained permission to dismiss the student, the student will be released and excused.
- Students who become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, off campus) will be considered "unexcused" and may face disciplinary action.

CERTIFICATION OF ILLNESS

- After nine medical absences, it is required to provide documentation from a doctor that an illness exists.

- Doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. Such information must be presented ongoing and not at the end of a course.
- During an appeal to retain credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons. Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal in retention of credit.

LOSS OF CREDIT

- A student may lose credit in a course when the number of accumulated unexcused absences equals nine or more.
- When a student is in jeopardy of losing credit, the administrator and/or school counselor will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure. See above timeline under "Communications to Students and Parents".
- Students will be instructed to attend class, and the procedure to retain credit will be explained. Consistent attendance following the retention of credit notification strengthens a student's appeals case.
- Students, who flagrantly disregard the intent of the Camanche High School Attendance Policy and continue to accrue unexcused absences in a class or classes after ten, may be removed from that class with a final grade of Withdrawn Failure (WF). The administrator/ school counselor, after consultation with the teacher, will determine under what circumstances this action will be taken.

TRUANCY MEDIATION

Students who are six years old and under sixteen (16) by September 15 fall under the compulsory attendance age. Excessive absences will be addressed through a truancy contract and involvement of the county attorney. Please see Iowa Code sections 299.1A. and 299.4 for further clarification.

Right of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student's/parents' control. Students who are in jeopardy of losing credit will have an opportunity to appeal to have credit awarded. A student's decision to appeal must take into consideration the student's total attendance record. Additional unexcused absences will weaken the student's appeal. Absences which remain unexcused

and undocumented as well as chronic absences will also weaken the student's appeal. Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for pursuing the appeals process, they should contact the counselor to identify what options are available.

THE APPEALS BOARD:

- Composed of the intervention team and the school counselor.
- A student must appear in person before the Appeals Board. Failure to do so will be an automatic denial of credit.
- Hears the student's case and makes a decision on whether to award credit.
- Written notification to the student and parent will be used to communicate the decision of the Appeals Board.
- The decision will only be reviewed by the Principal as a result of the introduction of additional information, which was NOT presented to the Appeals Board.
- A request for Principal's Review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s).
- Students wishing to appeal to the Principal must do so within two (2) schools days following the receipt of the decision of the Appeals Board.

“FAST-TRACK” APPEALS

Under extremely rare and narrowly defined circumstances, a student who is in jeopardy of losing credit in one or more courses may not have to appear before the Attendance Appeals Committee to plead their case. Instead, the principal will appeal the student's possible loss of credit using the following criteria, along with input from the school counselor and/or intervention team, in determining which students to “fast-track”:

1. Absences excused due to documented illness (see “Certification of Illness”) or beyond student control
2. Teacher recommendation (classroom teacher(s) from course(s) in jeopardy)

Closed Campus

Camanche High School is a closed campus meaning students are required to be on campus during school hours in assigned areas each day school is in session. Students are to be present on school grounds starting at 8:00 a.m. and leaving by 3:30 p.m. during the school week or when under supervision of an employee or activities sponsor. If school is dismissed early, students are to leave the building immediately upon dismissal. Exceptions to this rule include the following:

- The student is attending a school-related function that is not on the Camanche High School campus. This includes students who are participating in MOC, work-study programs, or attending Clinton Community College classes.
- The student has been excused by a parent, principal, nurse, secretary or designee.

DETENTION AND SUSPENSION POLICIES

Detention

Administrators and teachers may assign a student detention before or after school. Normally, a student is allowed two school days to serve the detention. Detention may be served before school (7:30-8:00 AM) or after school (3:15-3:45 PM). Failure to complete detentions by the deadline set by the teacher or principal may result in doubling the detention(s) time, assignment to in-school suspension, or out-of-school suspension. Students serving detention are to bring work with them. Removal from detention due to behavioral difficulties will lead to increased discipline by the principal.

Suspension

The superintendent, principal, or designee may suspend a student temporarily from the school environment. Suspension may not exceed 10 school days. Notice of the suspension shall be in writing and issued immediately by the administrator with a copy sent to the superintendent, the president of the Board of Education, Activities Director and a copy placed in the student file. Students serving a suspension may take tests and hand in assignments for credit. Suspensions may be in-school, out-of-school, or long-term suspension (Expulsion).

A. In-School Suspension (ISS)

1. This is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be assigned by the principal or designee for infractions of school rules that are serious but do not warrant the necessity of removal from school.
2. During the suspension, the student will report to a designated work area. The student will be allowed restroom breaks and will be assigned to a specific lunch period. Lunch will be eaten in the assigned work area. The student will be provided with books and assignments to work on while assigned to ISS and may not sleep during the assigned time.

B. Out-of-School Suspension (OSS)

1. The removal of a student from the school environment for a period no longer than ten (10) school days. OSS is to be employed when other available school resources are unable to constructively remedy student conduct.
2. A student may be suspended for severe or repeated violation of school rules or when the presence of the student will cause interference with the maintenance of the educational environment of the operation of the school. Students must be given due process of law prior to the suspension.
3. Notice of the suspension shall be mailed to the parents, superintendent, and School Board President no later than the end of the school day following the assignment of the suspension. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice shall include the circumstances involving the student which led to the suspension and the terms of the suspension and procedures for reinstatement.

C. Long Term Suspension (Expulsion)

Expulsion is an action by the Board of Education by majority vote to remove a student from school for conduct that is detrimental to the best interests of the school. (502.6) Long-term suspension means the removal of a student from classes, activities, or other school events for a period of time set by the Board. However, a student may receive credit if he or she completes course work as required by the Camanche Community School District curriculum.

D. Restriction from Activities

Students may be restricted from activity participation as a result of in-school or out-of-school suspension. Students may also be restricted from activities if their conduct, either in or outside of school, is not in accordance with Board policies 502.2a, & 503.6.

DISCIPLINE

Minor Offenses (Culminating per semester)

Any offense not listed under major offenses or considered an illegal activity but which disrupts the educational environment or breaks policies, rules or regulations set forth in the student handbook and can be handled by the supervising staff member is considered a minor offense. These are subject to the following consequences:

LEVEL I: Supervising staff member will handle the consequence of the minor infraction. Once three of the same minor infraction has been reached the student will be referred to the principal and will be subject to a Level II A consequence then progress to Level II B.

LEVEL II A: One detention

LEVEL II B: two detentions

*Failure to comply with the consequences set in either Level II A or Level II B will result in a Level III A then progress to Level III B consequence.

LEVEL III A: double time and parent contact

LEVEL III B: One day out of school suspension and parent contact

*Infractions surpassing Level III B will go to Level IV and possibly Level V under Major Offenses.

Major Offenses (Culminating per semester)

Major offenses are defined as the following: insubordination/disrespect (refusal to comply with any staff member's request; profanity toward any staff member; refusal to leave a room or situation), fighting, threats to staff members, the use of drugs or alcohol, use of tobacco, electronic cigarettes, vaporizing devices and harassment/bullying. These offenses will be subject to the following consequences:

LEVEL IV A: immediate suspension and parent conference.

LEVEL IV B: three to five day suspension and parent conference.

*Minor offenses reaching a Level IV may be modified to an in-school suspension at the discretion of the principal.

*More than two infractions at the Level IV may result in a Level V consequence.

LEVEL V A: Ten day out of school suspension, parent conference required for re-admittance into school, notification to the Board and a possible expulsion hearing.

LEVEL V B: Repeat of above and recommended expulsion to the Board.

Serious Offenses

Any illegal activity including, but not limited to, the sale of drugs, sale of alcohol, vandalism, theft, and bomb threats will be subject to the following consequence:

LEVEL VI: maximum out of school suspension, parent notification/conference and recommendation to the Board for expulsion

*The preceding guidelines are recommended for general practice; however, the administration reserves the right to deviate from these guidelines should an individual case require special handling.

False Alarms of Fire

718.6 False reports to or communications with public safety entities.

1. A person who reports or causes to be reported false information to a fire department, a law enforcement authority, or other public safety entity, knowing that the information is false, or who reports the alleged occurrence of a criminal act knowing the act did not occur, commits a simple misdemeanor, unless the alleged criminal act reported is a serious or aggravated misdemeanor or felony, in which case the person commits a serious misdemeanor.
2. A person who telephones an emergency 911 communications center knowing that the person is not reporting an emergency or otherwise needing emergency information or assistance commits a simple misdemeanor.
3. A person who knowingly provides false information to a law enforcement officer who enters the information on a citation commits a simple misdemeanor, unless the criminal act for which the citation is issued is a serious or aggravated misdemeanor or felony, in which case the person commits a serious misdemeanor.

Illegal Items Found in School or In a Student's 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, electronic cigarettes, vaporizing devices or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school grounds will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the students may be reported to law enforcement officials.

DISPLAYS OF AFFECTION

Relationships are an important part of one's high school years as they will also be an important part of one's adult life. It is also important for one to learn proper restraint in terms of displaying affection for one's significant other while in public areas, at school or at work. While at school, it will be unacceptable for students to fondle, caress, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner will be subject to a parental conference held with the principal and/or other disciplinary measures on the 6 level discipline scale.

DRESS CODE

An important part of the educational environment is being dressed appropriately each day in order to reflect respect, project success, and avoid disruptions or distractions. Students are expected to dress in a clean, neat, and appropriate manner. The administration reserves the right to deem what is appropriate if in question.

Some specifics for the dress code are the following:

- Pants/shorts must be worn in a manner so underwear is not showing.
- Halter-tops, off the shoulder tops, tops that tie in the back, tops with no straps and tops with spaghetti straps are not allowed.
- All tops must meet the waistband of jeans, shorts, pants, skirts, etc. of the student—navels cannot show.
- No clothing allowed with suggestive statements; degrading messages toward gender, ethnicity, race, etc.; advertising of illegal substances, including but not limited to, drugs, tobacco, alcohol.
- No undergarments showing.
- No hats, stocking caps, or other headwear allowed in the building or in the classrooms during the school day. When students enter the building they must take them off.
- No coats, book bags, backpacks, purses or similar items are allowed in the classroom without teacher or principal permission, except computer bags. Students need to keep these items in their locker until the end of the day.

Students not following the dress code will be asked to change or put their bag, purse, backpack, etc. in their locker. Failure to comply may result in disciplinary action per the 6 level discipline scale.

If at any time during the course of the school day you tear or seriously damage your clothing, report to the nurse's office or the principal's secretary. You *must* check out of the building properly with the nurse or the main office to go home and change clothes. Failure to do so will result in an unexcused absence and/or other disciplinary action to be determined by the principal.

DRUG AND ALCOHOL ABUSE PROCEDURES

I. Purpose

Students shall conduct themselves in accordance with Board policies. The board believes that illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors to the school premises.

The Board prohibits the use or possession of alcohol, other controlled substances, “look alike” substances that appear to be alcohol or controlled substances, or drug use paraphernalia by students on school property or at any activities sponsored by the school on or off of school property.

This policy has been written to provide direction and guidelines to building administrators for action taken in cases involving student violation of policies related to the possession, use, or distribution of controlled substances where school authorities have jurisdiction over students.

The procedures apply to all students enrolled in the Camanche Community School district. Cumulative records of violations will be kept within the district. A student’s placement on the discipline schedule will depend upon the student’s cumulative history of substance abuse.

II. Program Philosophy

An important issue in contemporary society is the use of mood or mind-altering substances. Students cannot make full use of the resources or opportunities of our schools if they are under the influence of harmful substances or live in a family where abuse by other family members affects the student directly or indirectly.

The Camanche Community School District recognizes that substance dependency is a treatable illness. The primary responsibility for helping students who use harmful substances lies with the parents. The community and schools should assist parents in that responsibility because substance problems interfere with behavior, learning, and positive character development.

The Camanche Community School District will cooperate closely with all effective organizations that deal with chemical dependency. All contacts will be on a confidential basis. It is also the intent of the school to uphold state and federal laws pertaining to substance use.

The Camanche Community School District, wishing to intervene early in the disease process, will make an effort to seek out and contact students manifesting signs of misuse or abuse. The primary purpose of intervention will be to educate and assist students needing help and not for disciplinary reasons.

The Camanche Community School District hopes that this policy will open the door for more young people to acknowledge their use of drugs, alcohol, and other mood-altering substances and to make positive steps towards dealing with their situations. Students who voluntarily seek help for a chemical abuse problem by talking confidentially with a school administrator, counselor, teacher, coach, or other staff member will not face disciplinary action. However, should students not volunteer for assistance and are then found to be involved in chemical usage, disciplinary action will be taken.

The Camanche Community School District recognizes that chemical dependence is an illness that affects the entire family. The school may provide assistance to the family through referral, support, or in-school counseling services for families in distress.

The Camanche Community School District recognizes that any successful program will need to involve all staff members. An ongoing program of in-service for staff will be provided.

Students who violate the school district substance policies will be disciplined as outlined in the policy. Violators will be referred for counseling. Recommendations from the counseling agency will be sought and forwarded to the building principal, but will not be binding on the school.

III. Definitions

Student possession, use, or distribution of a controlled substance shall be viewed as an act of gross misconduct and as such shall be subject to disciplinary action. As an operational definition, school authorities may construe a controlled substance as any drug used, possessed, or distributed by a student except a prescription drug which is used or possessed in the amount specified by a licensed physician (It should be noted that alcoholic beverages such as beer, liquor, or wine are included within the parameter of the guidelines).

- **USE** - of a controlled substance means that reasonable grounds exist to believe that the student has assimilated the same (i.e. smoking marijuana, taking a pill, drinking an alcoholic beverage, etc.) or is found to be under the influence of the same while under the jurisdiction of school authorities.
- **POSSESSION** - of a controlled substance means that a student has the same on his or her person or with his or her personal property. The student may have under his or her control such substance by placement of, or knowledge of, coupled with direct access to the same on school property on which he or she is present by virtue of being under the jurisdiction of school authorities.
- **DISTRIBUTION** - of a controlled substance means the transfer of the same to any other person, with or without the exchange of money or other valuables.

Students having in their possession large quantities of such controlled substances (i.e., quantities in an amount reasonably believed to be available for distribution to others or to be sought by others for distribution purposes) shall be subject to the disciplinary guidelines for distributors.

- o **School Authorities** - school district employees
- o **Student** - any person, ages 5 - 21, enrolled in the Camanche Community School District. Any cumulative record of substance abuse will follow the student from school to school while he or she is enrolled in the Camanche Schools.

IV. Procedures

A. Use or Possession: First Offense

1. The student's parent/guardian will be contacted by the principal or designee. A conference will be required between the student, parent, and administrator in charge. Police will be notified of the alleged violation and invited to this conference.
2. The student will be suspended for a total of five (5) school days. Those days may be divided between Out-of-School or In-School suspension, but must be served consecutively.
3. The building principal or designee may waive all or part of the above suspension should the student, along with his or her parent/guardian, offer to complete an evaluation of the seriousness of the student's chemical abuse problem.
 - All financial responsibility for the evaluation lies with the student or parent/guardian.
 - The evaluation must be conducted by a certified chemical abuse treatment agency of the parent/guardian's choosing.
 - This evaluation must begin immediately. If scheduling difficulties require a delay in the evaluation, the parent/guardian must notify the principal or designee of the problem.
 - Parents/guardians are strongly encouraged to participate in the evaluation process.
 - The results and recommendations of the evaluation must be released to the building principal or designee to verify compliance with terms of the suspension waiver.
 - If the student does not comply with the scheduled evaluation, the waiver will be lifted and the suspension shall be enforced.

4. The student will be suspended from activities in accordance with activity rules and regulations. The length of loss of eligibility will depend upon whether the student chooses either "2" or "3" above.
5. The principal or designee will keep a record of the student(s) involved with drug and alcohol problems. That file will transfer with the student while he or she remains enrolled in the Camanche Community Schools.
6. Upon return to school from assessment/evaluation or inpatient or outpatient services, the building administrator may make available to the student a support group or other appropriate personnel to help the student deal with her or his substance problem.

B. Use or Possession: Second Offense

1. The student's parent/guardian will be notified of the offense.
2. A student, parent, and administrator conference is required.
3. The student will be referred to the police for appropriate charges.
4. The student shall be suspended from school for ten consecutive days. During that ten-day suspension, the superintendent may recommend to the Board that a long-term suspension is necessary. (502.6)
5. The Board of Directors may, by majority vote, suspend the student from school for the remainder of the semester. Conditions for reentry will be determined by the Board and may include successful completion of a prescribed treatment by a state certified chemical abuse treatment agency.
6. The superintendent or designee may waive the long-term suspension and or part of the suspension and allow the student to continue his or her education if:
 - The student and parents agree to a formal evaluation/assessment at a certified chemical treatment agency of the parent/guardian's choosing.
 - The parents/students agree to pay all expenses incurred for the assessment.
 - The student/parents release the results and recommendations of the evaluation/assessment to the building administrator.
 - The parents and the student must comply with all the recommendations of the approved treatment program.
 - If the prescribed treatment is for an in-patient program, that program must be successfully completed. If the student completes the treatment, he or she may be required to appear before an administrative team to determine if reentry is feasible. A recommendation from the team will be made to the Board of Education.

- The superintendent or designee may readmit the student for schoolwork completed while he or she was in treatment.
 - If the services of a tutor become necessary, the expense may be assumed by the parent/guardian unless the student has been identified as a special education student. (See 502.4)
 - Upon return, the superintendent or designee may require that the student attend support activities with an appropriate person or group.
7. Length of suspension from co-curricular activities will be determined by the superintendent or designee.

C. Use or Possession: Third Offense - **Expulsion procedures are mandatory.**

D. Sale or Distribution of Controlled Substances: First Offense

1. The student will be automatically reported to local authorities.
2. The student's parent/guardian will be contacted and a conference required. The student will be suspended for ten (10) school days.
3. The student will be expected to complete a state certified chemical abuse evaluation with the results released to school officials to verify compliance. The parents/guardian must comply with all the recommendations of the approved evaluation. All costs associated with this shall be the responsibility of the parents or guardians.
4. A student or parent/guardian's failure to comply with the above procedures will require the school administrator to request the superintendent to call a Board hearing for the purpose of recommending expulsion of the student.
5. A record of the incident will be kept in the student's file.

E. Sale of Distribution of Controlled Substances: Second Offense - **Expulsion procedures are mandatory.**

Camanche Community School District **Student Technology Device Program Handbook**

Distribution of the Technology Device will take place the 1st week of school for the 2018-2019 school year.

In order to receive a technology device at this time...

- Students must be officially registered for classes.
- The Student Technology Device Program Agreement Form must contain both student and parent signatures and be submitted to the District.
- The student and parent must have read the 1:1 Student Technology Device Program Handbook.

*If these times do not work for your family please contact either Camanche Middle School or Camanche High School about arranging an alternate time/date.

The Vision for Teaching and Learning in the Camanche Community School District

Technology use in schools is becoming dramatically more important for both student learning and instruction by teachers. While technology has always been important and utilized in the district, the 1:1 initiative within the Camanche Community School District will allow for a transformation in teaching and learning to begin and to continue. An increasing amount of work and resources for student learning are available online, and student access to this material for their learning is important.

- Students in grades 5-12 have their own technology device to utilize on a daily basis.
- Students in grades 5-12 are able to take them home nightly with the proper permission from parents.
- Technology devices in grades 5-12 have a “management system” that filters and does not allow for inappropriate material to be accessed both inside and outside of school.
- Students in grades PK-4 will have their own technology devices in their individual classroom, but it is not to be taken home and has a filter that is only designed to “manage” content on the school campus.

The school will be allowing students to take the technology device home (as indicated above), but will also allow for parents to request that their students keep their technology devices at school where they will be stored each night. The decision on technology device access for students after school hours will still be left up to parents, but the school will make it a possibility for students to take them home nightly. We do encourage parents to allow their students to take technology devices home with them, as their learning experiences with technology are important.

Technology devices allow students to access information online on a regular basis, along with creating projects, documents and presentations, plus work on papers and similar learning activities (with the capability to “write” a paper whether connected to the internet or not). In addition, the device will allow students to access a dramatic amount of resources online and store all of their information on “Google Drive”, a “cloud based” storage area for all material that an individual wishes to save to access at another time. Students will all have their own login to Google that will allow them to access their information from “the cloud” with any device with an internet connection. If an internet connection is not available, students can still access their current work and resources and create new work.

Technology Device Access

Technology device access at home allows students to access information that teachers are utilizing on the web through the teacher’s online sites that will have assignments, materials, etc. from class that both students and parents will have access to on a daily basis.

Technology devices will also allow our students opportunities to collaborate online with other students to work on projects and assignments, and opens up a wide range of material for students to utilize in their learning that goes beyond the traditional textbook and lecture settings of schools from the past. Technology is an integral component in the lives of students, and this process will allow our students the opportunities to work in a professional manner that is educationally based and that meets the interests and learning styles of students.

The 1:1 technology device initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide students a technology device and more learning resources for students as they continue their education at the Camanche Community School District and beyond.

Students will become producers of knowledge instead of only consumers of knowledge. Ultimately, the goal is to allow our “students to become pilots of their learning not just passengers along for the ride.” Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of any family’s’ economic situation.

The Camanche Community School District is continuing to take an extensive and aggressive initiative to transform teaching and learning within the district. The 1:1 Initiative allows several things to occur for the benefit of student learning, and some of these include...

- Promoting student engagement and enthusiasm for learning
- Encouraging collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- Reduces the use of worksheets and workbooks
- Guides students in their learning and production of knowledge
- Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

The Camanche Community School District has continually been placing an emphasis on critical thinking and problem solving in the last several years. The use of technology has been found to be beneficial in allowing educators to give students opportunities to demonstrate their higher level thinking skills in their learning.

Technology Device Use and Conduct Policy

The primary goal of the Camanche Community School District’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. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the technology device equipment. Library and Media Lab equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines that govern the use of the Camanche Community School District’s technology devices and network resources.

Network Resources refers to all aspects of the school's owned or leased equipment, including technology devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other Technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Coordinator to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school technology device;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws) ;
- to access the data or account of another user (altering files of another user is considered vandalism) ;
- to install any software onto the district's technology devices;
- to copy Camanche Community School District's school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email".

Equipment Lending Agreement

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Technology Device Program Acknowledgement Form.

The Camanche Community School District grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

1. Students will return the equipment at the established due dates and times and understand that they will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: Technology devices \$300, Replacement Screens \$50-\$150; Chargers \$20-\$50; Keyboards \$50 to \$100; Batteries \$50 to \$100.
2. Students will treat this equipment with the same care as if it were "*my own property*".
3. Students will maintain the equipment in clean condition.
4. Students will avoid use in situations that are conducive to loss or damage.
5. Students will heed general maintenance alerts and advice from school technology personnel.
6. Students will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
7. Students will transport the equipment within the case provided in the school building and whenever leaving the school building.

Disclaimer

While the Camanche Community School District has internet filters to monitor what is accessible to students, it does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. The "filtering system" that the school uses is an effective system, but as always, sites that are 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 Camanche Community School District. While the Camanche Community School District'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. The Camanche Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Camanche Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the Camanche Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network Resources or the Internet; any consequences of service interruptions.

Technology Device Damages and Care

If a technology device is damaged the school needs to be notified immediately. Each student is required to be aware of the "Responsibility for Damage" information state below.

If a student damages a technology device, the student/student's family is responsible for paying repair costs.

If a technology device is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student's negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement.

A student who does not have a technology device at the time due to a technology device being damaged accidentally will be allowed to use a technology device from school and be allowed to take it home.

A student who does not have a technology device due to a technology device being damaged intentionally may be allowed to use a technology device from the office that is available for situations similar to this if judged appropriate by the Camanche CSD Technology Advisory Committee. The student will not be allowed to take the technology device home.

Responsibility for Damage

The student is responsible for maintaining a 100% working technology device at all times. The student shall use reasonable care to ensure that the technology device is not damaged. Students are responsible for any costs incurred due to loss or damage of equipment as

determined by the school. In addition, students may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

In the event of damage to the technology device not covered by the warranty and within the student's control, the student and parent may be billed a fee according to the following schedule:

- First Incident – Up to \$100
- Second Incident – Up to \$200
- Third Incident and all Future Incidents – Up to the full cost of repair or replacement

The administration has the authority to waive the first incident charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident. A second incident involving the same student would automatically move the consequence to the "Second Incident" consequences.

The Camanche Community School District reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration and the Camanche CSD Technology Advisory Committee.

Replacement of items issued to the student may have a cost associated with each individual item as deemed necessary. Items may include school issued carrying bag, charger, etc.

Camanche CSD Technology Advisory Committee

The Camanche CSD Technology Advisory Committee is comprised of 2 students, 2 staff members, Technology Coordinator in the district and a building administrator. This committee will serve as an advisory role to the Middle School and High School Principals in discussing the impact of the technology device on learning and the development of future policies. In addition, the committee will serve as an appeal board for students in regard to decisions that are made by the administration on damages to technology devices and other technology.

Student Use in Classrooms

Students will be required to take their technology device to each classroom each day, unless told differently by the teacher for that specific day. When the technology device is not being used in class it is to be closed or at a 45 degree angle. Teachers may request at any time for students to shut their technology device

Student Access to Internet

At school, students will have access to the Internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations. The security system of the school will also be in place when students access the Internet outside of the school. Therefore, sites that are “blocked” at school will also be “blocked” in all other locations where students access the Internet. One common student site that is blocked is Facebook, along with many game sites. While inappropriate sites are blocked, it is possible that the security system may not always identify all sites that are potentially viewed as inappropriate. Therefore, parents are recommended to monitor their student’s time on the technology device along with their activities on the technology device during their 24/7 access at home.

Appropriate Use Education

Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in one of their classes or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.

Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

Students Access & Monitoring

Ultimately the technology device is the property of the school, and the school has the right to determine what is appropriate and to search the technology device if necessary at any time. The district’s website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet in their homes. This software also includes screen monitoring which allows school employees or classroom teachers to monitor multiple student technology device screens at one time.

Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may include but not limited to detention to not being allowed to take the technology device home with them at the end of the school day as initial steps.

If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.

This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home. The Camanche Community School District is working hard to establish a quality curriculum of “digital citizenship” in which students are educated on acceptable standards of online behavior.

Bringing the Technology Device to School

It is imperative that students bring their technology device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their technology device. The technology device must be kept in the carrying bag at all times when it is not being used.

Students who accidentally leave their technology device at home may have access to a limited amount of technology devices that are available in the building. Students will be able to “sign-in” to their account on the server, but would not be able to take this technology device home with them. Students will be allowed 1 time/semester to use a technology device from the building’s inventory (if one is available) if they forget their technology device at home.

Charging of Technology Devices

It is the student’s responsibility to have their technology device charged each day when they come to school. During a normal school day a typical technology device fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their technology device before coming to school.

The school cannot allow “one student” to daily charge their technology device during class due to the disruption to the learning environment that this may cause. If a student comes to class with a technology device that is not charged, specific consequences may occur for the student.

The school will allow students to charge technology devices in the classroom that they are departing prior to lunch if needed. The room will be locked so that the technology device is in a safe and secure location.

Establish a routine at home for the charging of the technology device so that it can charge overnight. The charging time of the technology device and responsibility is very similar to the charging of a cell phone.

Lost Technology devices

Technology devices that are lost or stolen need to be reported to the school office immediately. If a technology device is lost the student will be financially responsible for its replacement.

Downloading Programs & Personalizing the Technology Device

Only the Technology Coordinator in the school can download programs to the student technology device. The student will not install or use file-sharing programs to download other programs, or duplicate nor distribute copyrighted materials other than a back-up copy of those items legally owned. All students will be able to personalize their technology device through the legal downloading of music from iTunes, CD's, and other similar methods, although some specific sites such as "LimeWire" and other music sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the technology device. All items must be appropriate and not violate any school policies.

Stickers and other markings on the outside of the technology device will not be allowed. Each technology device and bag is easily identified by a specific numbering system ("Asset Tag") that is placed on the technology device.

Google & Google Drive

Students will save all of their schoolwork in the cloud through Google (Google Drive). This is an easy process for students, and one which allows them to access their information from any technology device through the Google process. Students will have their own username and password to access their technology device and Google.

Any student work that is saved on their technology device will automatically save to the "cloud" through an automatic process. Student work without an internet connection will be saved when internet is accessible by the technology device.

Student Printer Use

Students will have access to print in the media center. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed in many cases.

It is hoped that less material will need to be printed as a result of the opportunities to communicate learnings to the teacher by sending assignments and other materials to them through their technology device.

Read all Safety Warnings and Information

The technology device comes with some general information for its user. Reading this will allow you to understand more about the technology device and its capabilities, along with general hints and reminders for the care of the technology device.

Technology Device Care Reminders

1. Keep your technology device in a safe place.

The technology device bag, with the technology device and other equipment, must be stored in a safe place (lockers at school during no class times). Do not leave the technology device on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures. Do not leave technology device unattended.

Technology devices left in bags in unattended classrooms or other areas are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the technology device back. If the technology device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the technology device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.

2. Technology device bags

Students must use a technology device bag. Students will be allowed to use their own technology device bag.

- the bag must have a specific pocket designed to protect technology devices.
- the bag must be able to fit under any desk in the school.
- must be approved by the Technology Coordinator or building administrator.

If the student chooses not to buy a bag, the student will be given a technology device bag that they are required to use to carry their technology device in during the school day and outside of school. It is specially designed for the technology device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that

can scratch the exterior of your technology device. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

3. Keep your Technology Device away from all liquids.

Exposure to liquids will severely damage a Technology device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. Will all ruin your technology device completely? Keep your friends' food and liquid away from your technology device. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your technology device even if it is sealed.

4. Only One User

Technology devices will be set for one designated user. Do not allow anyone else to use your technology device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

5. Technology Device Problems

It is a student's responsibility to maintain a 100% working technology device at all times. If the student's technology device is not working properly the student needs to take the technology device to the Technology Coordinator or the office. If the technology device cannot be fixed immediately, the student will be issued a different technology device to use on a temporary basis. Do not attempt to remove or change the physical structure of the technology device, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

6. Cleaning the Technology Device

Use a soft, dry, lint free cloth in most cases when cleaning the technology device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. It is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office. Read and follow any maintenance alerts from the school technology personnel or the administration office.

7. Shutting down the Technology Device.

Shut down the technology device when it won't be used for an extended duration. Putting your technology device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge. Wait until the sleep light on the front of the technology device pulses before moving it.

8. Closing the Technology Device

The technology device lid/screen needs to be completely closed when moving it from one point to another.

Camanche Community School District
Student Technology Device Program Agreement Form
2018-2019 School Year

Review and Sign for each statement below that focuses on some of the most important points covered in the Student Technology Device Program Handbook.

I have read the **Technology Device Use and Conduct Policy** and understand the guidelines.

Student _____ Parent _____ Date _____

I have read the **Equipment Lending Agreement** that gives students permission to check out other equipment, such as digital still and video cameras, and agree to those conditions.

Student _____ Parent _____ Date _____

I understand that my family is financially responsible for up to the full cost if damage occurs to the technology device. Please refer to the **Technology Device Damages, Responsibility for Damage, and Camanche CSD Technology Advisory Committee** sections.

Student _____ Parent _____ Date _____

I understand that the school owns the technology device and has the right to search the technology device at any time if they believe that inappropriate use is taking place or has taken place.

Student _____ Parent _____ Date _____

I will not install or use file-sharing programs to download other programs, or duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.

Student _____ Parent _____ Date _____

I will not leave my technology device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my technology device become lost or stolen due to “negligent or irresponsible behavior.”

Student _____ Parent _____ Date _____

I will report any problems with my technology device to a member of the tech support staff or administrative office in a timely manner.

Student _____ Parent _____ Date _____

I will keep the technology device lid fully closed whenever it is moved from one point to another.

Student _____ Parent _____ Date _____

ELECTRONIC DEVICES

It is the policy of Camanche High School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Electronic devices are defined as cell phones, iPods, laptops, tablets, Kindles, Nooks, PDAs, MP3 players, etc.

Electronic devices may be used in the classroom with the supervising staff member's permission. *Please see each individual staff member's policy for use of electronic devices.*

Cell phones must remain on silent at all times and talking on cell phones will not be allowed at any time in the building during school hours except with administration approval. No pictures or videos will be allowed unless approved by a supervising teacher or administration.

If caught using an electronic device without permission or inappropriately, students will be subject to the following procedures:

- The first three infractions will be at the discretion of the supervising staff member (unless resulting in a major offense such as insubordination or harassment/bullying for example)
- Infractions after three will be handled at the discretion of the principal including, but not limited to, possible use of the 6 Levels of Discipline, loss of privileges, parent pick-up, etc.

*Students with two or fewer offenses per semester will start over at the beginning of the new semester.

INTERNET APPROPRIATE USE POLICY

School personnel of the Camanche Community School District have a responsibility, as established by statute, to act in place of the parents for students while students are attending school and school-related activities. Inherent within this responsibility is the authority to establish appropriate and reasonable rules of conduct for students. These rules are not limited to maintaining discipline, but apply equally to rules, regulations, and guidelines for the manner in which students approach and engage in the learning process. It is in keeping with this responsibility and authority that this policy regarding the appropriate use of the Internet and the technology resources of the district is hereby enacted.

Camanche Community School District has implemented electronic communication systems that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources and supporting hardware and software provide students and staff access to electronic resources and are to be used for educational purposes. Communication over district networks is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Camanche Community School District. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, Camanche Community School District believes that the benefits to students exceed the disadvantages. In accordance with Title XVII, Children's Internet Protection Act, all Internet accessible computers in the Camanche Community School District run through an Internet filter which blocks obscene, child pornography, and other materials harmful to minors. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Appropriate Use of the Internet:

Camanche information technology resources, including servers, network services, computers, printers, internet access, telephones, video, peripherals, applications, library catalog, online resources, and multimedia, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

• **Respect and protect the privacy of others.**

- o Use only assigned accounts.
- o Not view, use, or copy passwords, data, or networks to which they are not authorized.
- o Not distribute private information about others or themselves. This includes private information posted online from school or from home, or any other location. (Anti-Bullying/Harassment-Camanche Policy 104.0)

• **Respect and protect the integrity, availability, and security of all electronic resources.**

- o Observe all network security practices, as posted.
- o Report security risks or violations to a teacher, building administrator, or a member of the technology staff.
- o Not destroy or damage data, networks, or other resources that do not belong to them. This includes all computers and technology related hardware. (Camanche Policy 502.3)
- o Conserve, protect, and share these resources with other students and Internet users.

• **Respect and protect the intellectual property of others.**

- o Not infringe copyrights (no making illegal copies of music, games, or movies!)
- o Not plagiarize.

• **Respect and practice the principles of community.**

- o Communicate only in ways that are kind and respectful.
- o Report threatening or discomfoting materials to a teacher.
- o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- o Not send spam, chain letters, or other mass unsolicited mailings.
- o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. Any financial obligation resulting from Network use, such as purchase of goods and serviced via the Internet or phone services, are the user's responsibility and not the responsibility of the Camanche Community School District.

- o Do not attempt to harm, alter, disable, or destroy any system, or data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly, or impeding other users or systems by mass consumption of resources. (Down Loading unauthorized video, music, etc.)
- o Will not attempt to use anonymous proxy servers in an attempt to bypass the school's Internet content filtering software.
- o Only the school's Technology staff or staff designates, under the direction of the Technology Director shall perform the configuration and install computer equipment for use on the school's network. Connecting laptops or other devices to the District's network is prohibited whether these devices are owned by the District or not, except when done by the District's Technology staff or designates. Anyone who attempts to connect equipment not authorized by the district's Technology department to the school's/district's network shall be liable for disciplinary and possible legal action.

I. Supervision and Monitoring

It shall be the responsibility of all members of the Camanche High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

School and network administrators and their authorized employees monitor all use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The Camanche Community School District also, will cooperate fully with local, state, and/or federal officials in any investigation to any illegal activities conducted through the service.

II. Consequences of Violation

The Network and Technology is a privilege. Camanche Community School District at any time and for any reason or for no reason may discontinue general access to the network or rescind the user's privilege of using the Network and Technology. Violations of these rules may result in disciplinary action, including and not limited to, the loss of a student's privileges to use the schools information technology resources. (Camanche Policy 603.15)

FIRST Infraction:

The student will lose Internet and or computer access for 2 weeks. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

SECOND Infraction:

The student shall forfeit all Internet and or computer privileges for a period of 4 weeks. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access right to the Internet and or computers will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and copy provided to the building principal.

THIRD Infraction:

The student shall forfeit all Internet and or computer privileges for a period of 9 weeks. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access right to the Internet and or computers will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and copy provided to the building principal.

FOURTH Infraction:

The student will forfeit all Internet and or computer privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access rights to the Internet and or computers will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

If consequence will impact a computer-based course, the consequence will be evaluated by school administration to allow for course completion.

Conclusion:

Camanche School District staff will provide reasonable supervision to ensure that the communication and technology resources and facilities are used in the appropriate manner. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage suffered by users including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

It shall be the responsibility of the Superintendent, in conjunction with the Technology Coordinator and the District Technology Committee, to develop the rules, procedures, and forms necessary to administer this policy.

STATEMENT OF RULES AND PROCEDURES FOR INTERNET ACCESS AND DISTRICT TECHNOLOGY RESOURCES USAGE

In keeping with the mandate of the Camanche Community School District Technology Acceptable Use Policy, the following rules and procedures shall apply to students of the District:

1. Students desiring Internet access and their parents shall sign the **Internet Access Permission Form** (Appendix A) which shall be provided as part of registration materials when the student registers for classes in Camanche schools.
2. In the event of an intentional violation, the form **Technology Acceptable Use Policy Violation Notice** (Appendix B) shall be completed by the party observing the violation and submitted to the building principal. The principal shall take action as delineated in the Board Policy.
3. If a student's parent or guardian wishes to deny Internet access to that student, the form **Parent Request to Deny Internet Access** (Appendix C) shall be completed and submitted to the building principal. A list of students for whom access is to be denied will be supplied to all teachers and media centers.
4. If a student or a student's parent or guardian wishes to appeal action taken as a result of a violation, they should follow the procedures set forth in Appendix D of this document.

AUP Appendix A

A. Parental and Student Agreement

We have read and agree to the Camanche Community School District's Internet and Technology Acceptable Use Policy (603.15) and agree that the student user identified below will abide by its provisions. We also understand that violation of the Acceptable Use Policy may result in disciplinary actions. That the Camanche Community School District has subscribed to the special content filtering service through the Mississippi Bend Area Education Agency and that no filter is perfect, and in rare instances, there may be unintentional access to inappropriate material;

And, as the parent or legal guardian of the listed student, I understand that access is being provided to the student for education purposes only. I understand that it is impossible for the District to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by the regulation. I am therefore signing this Policy and agree to indemnify and hold harmless the School, Camanche Community School District, District Staff, and the Internet Provider against all claims, damages, losses, and costs, of whatever kind, that may result from by child's or ward's use of his or her access to such networks and his or her violation of the foregoing Policy.

Parents/guardians may be held accountable for damages and costs incurred by deliberate misuse and damage of the Technology Recourses available to students.

I hereby give permission for my child/ward's the use of Camanche computers and grant the School and District use of my child/ward's photographs, video and/or student work, on the district website, the school website, and in school publications.

____ Yes, I give permission for my child/ward to access the Internet for educational purposes.

Student: _____ Date: _____

Parent or Guardian: _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE/SHE UNDERSTANDS THEM.

Return this sheet to your child's/ward's school where they attend.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

AUP Appendix B

TECHNOLOGY ACCEPTABLE USE POLICY VIOLATION NOTICE

NAME: _____

First Offense: The above student has violated the District Technology Acceptable Use Policy

by _____

As a consequence of this violation the above student has lost Internet Use of District technology resources (circle one or both) for a period of 45 days beginning _____ to _____.

____ Second Offense: The above student has violated the District Technology Acceptable Use Policy

by _____

As a consequence of this violation the above student has lost Internet Use of District technology resources (circle one or both) for the balance of this school year.

School Official: _____ **Date:** _____

Students and/or parents (guardians) desiring to appeal the issuance of a Technology Acceptable Use Policy Violation Notice may do so by following procedures outlined in Appendix D of this document.

AUP Appendix C

PARENT REQUEST FOR DENIED INTERNET ACCESS

NAME: _____

I request that the above named student be **denied** access to the Internet from the date of this request until the end of the school year or until this request is withdrawn, whichever occurs first.

I understand that in so doing I may be limiting this student's ability to seek out and use resources in the preparation of class assignments or projects.

Parent/Guardian signature: _____ Date: _____

PARENT REQUEST FOR REINSTATEMENT OF INTERNET ACCESS

I request that the above named student be **granted** access to the Internet from the date of this request until the end of the school.

Parent/Guardian signature: _____ Date: _____

STUDENT HEALTH, WELL-BEING, AND SAFETY

Camanche High School stresses the importance and need for everyone in the school to conduct themselves carefully and with concern for their own and others' safety. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

Communicable and Infectious Diseases

Students with a communicable disease will be allowed to attend school as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness or other harm to the students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case basis by public health officials.

Emergency Drills

By mandate of the state fire marshal, school officials shall conduct at least four (4) fire and tornado drills during the school year. Fire safety standards will be checked each year to ascertain that schools are meeting state standards.

Instructions for leaving each classroom will be given to students by their teacher. Instructions will be posted in each classroom. Make sure to be familiar with these instructions to help eliminate any confusion that would prevent an orderly exit. In case of a tornado, an electronic signal or a verbal announcement will issue a warning.

Instructors will lead students to the safest areas and direct students to follow these directions:

- Take a seat on the floor
- Put your head down.
- Place book or hands over the head.
- Keep calm; do not panic.

When the "All Clear" signal has been received in the office it will be announced verbally to all sections of the building.

Emergency Information

At the beginning of the school year, parents must provide emergency contact information as well as alternate contacts in the event parents are unable to be contacted. This will also include a permission statement to give the school district permission to release students to the alternate emergency contact person if a parent/guardian cannot be located. This information is critical for all students, especially students with special health needs or conditions. The office should immediately be advised of any changes of emergency information.

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 www.hawk-i.org for more information.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, 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.

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 nurse.

Nurse

Students wishing to see the nurse during the school day must first get a pass from the classroom teacher and/or office before going to see the nurse for an illness or injury.

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 contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Students who become ill at school and who are unable to attend class, must report to the principal's office. Parents are responsible for any additional care needed. The following medications policy applies to Camanche High School and is explained in Board policy 504.4. In summary, this policy states that:

- The parent must provide a signed and dated written statement requesting medication administration at school and the medication must be in the original labeled container.
- An Individual Health Plan must be developed and on file if the administration of the medication requires an ongoing professional health judgment. Students who have demonstrated the capability to self-administer the medication may be allowed to do so if a written request from the parent is on file.
- Personnel administering medication shall include the school nurse, parent, physician and persons who have successfully completed a current medication administration course.

Over the Counter Medications

Purpose: Over the Counter (OTC) medications are drugs that can be purchased without a doctor's prescription and are used for the relief of symptoms on a temporary basis. The Iowa Board of Nursing states that the registered nurse may determine that the use of OTC medications ordered by a parent is the appropriate care for some children. Appropriate use of OTC medications at school can assist students to remain in school and continue to achieve in the classroom.

The following provides direction to the parent and the school nurse in safe administration of OTC medications at school.

Guidelines:

1. The following OTC medications will be available for administration of age appropriate doses.
 - a. Acetaminophen (e.g. Tylenol)
 - b. Ibuprofen (e.g. Motrin)
2. All medications must be kept in the health office and taken under adult supervision unless otherwise ordered by a physician.
3. Written parent permission will be required before OTC medications will be administered.
4. OTC medications will not be offered on demand but only after a careful assessment of the need to medicate has been made by the school nurse and other treatment measures to resolve the problem have been considered.
5. Based on the assessment, the school nurse may give the medication. However, the school nurse may determine that an OTC medication could be detrimental to the child. In these instances, the school nurse may refuse to administer the medication and state the reasons in writing to the parent. If the parent pursues the matter and returns with a physician's prescription for the medication, the school nurse will execute the regimen prescribed by the physician.
6. Students who are currently taking medications that use with Acetaminophen or Ibuprofen is not recommended, or have significant allergy histories, or are pregnant and/or have chronic health conditions that could be adversely impacted by the use of OTC medications will require a doctors order to receive the medication at school.
7. Students will be allowed up to 10 combined doses of Acetaminophen and/or Ibuprofen throughout the school year, after which a referral to the child's doctor to determine if the medication should be continued will be made. Furthermore, based on the assessment findings, the school nurse can refuse to further administer medication prior to the 10th dose if it is felt to be warranted.
8. Use of OTC medications will be documented in the student's health record according to district guidelines. Every attempt will be made to notify the parent of OTC use at school.

9. The school nurse will assess the response to the medication. If the student feels better, the student will be returned to class. If no improvement, the school nurse will contact the parent.

10. If the student shows any sign of allergic reaction or other adverse reaction, the school nurse will contact the parent and the doctor if known, and follow first aid guidelines for managing allergic reactions until further follow-up care is determined.

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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s Website link www.iowa.gov/ and search for Timeout, Seclusion and Restraint (Chapter 103, Administrative Rules on Seclusion and Restraint).

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Of equal importance is the right of school authorities to prescribe and control—consistent with fundamental and constitutional safeguards—student conduct in the schools.

In exercising this right, each building principal, working with his staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline. (Code 500.0)

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. Items to be included in the morning's announcements must be turned in to the principal's secretary no later than 8:15 a.m. Daily announcements will be read during MTSS. The daily announcements are for school-sponsored activities and organizations only. Any variation from this must have specific approval of the principal.

Regulations for Students Riding Buses

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire bus load of students because a few of them disobey the rules.

The students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 502.2. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver shall have complete control of the bus and the students he or she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building Principal, who will discipline the student in accordance with procedures/policies developed by the Superintendent and approved by the Board.

Use of Video Cameras on School Buses

The Board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the Activities Director or the student's parents personally appear and request to transport the student home.

Care of School Property

Students are expected to take care of school property including desks, chairs, tables, books, Chromebooks, lockers, and other school equipment. Vandalism is not tolerated. Students found to have stolen, destroyed, or otherwise harmed school property may be required to reimburse the school district or be subject to the 6 Levels of Discipline. In certain circumstances, students may be reported to law enforcement officials.

Counseling Services

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.

There are a number of guidance activities that all students encounter but, beyond a certain point, there are also a great number of highly individualized services that are available to students who desire them. The Guidance Department provides for students' needs in the areas of:

1. Personal Counseling
2. Vocational Planning
3. Career Decisions
4. Referral to Specialized Agencies
5. College Planning
6. College Applications
7. College Financing
8. Improvement of Interpersonal Relationships

In addition to these services, the Guidance Department is also available to refer any student or parent in need of Psychiatric counseling, family counseling, drug intervention or treatment, or other emotional needs to reliable professional resources.

Cafeteria

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. Students whose families qualify for free or reduced-price food service are encouraged to apply and take advantage of this service. Students who receive free or reduced meals must have money in their account in order to purchase ala-carte products as these items are applied to the student's free or reduced qualifying meal.

The vending machines in the Commons will be shut off during lunch periods. Food and drink are not to be taken from the lunchroom to any other part of the building without the specific permission of the principal.

Students are to stay in the Commons area during their assigned lunch period and are not allowed to be in the hallways, lockers, or classrooms. Students whose cafeteria privileges have been suspended must report to the office during their assigned lunch period.

Lunch Money

Lunch deposits may be made in the office from 7:30-9:30 AM or online. Deposits made after 10:30 a.m. will be processed the following day. Charging is not allowed. Students must have available funds in their account in order to eat that day.

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.

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 shall be instructed in the elements of good citizenship and the role citizens play in their country, state, and school district community.

Disruptive Behaviors

While this is not intended to be an exhaustive listing, examples of conduct which materially and substantially disturbs or interferes with the orderly efficient and disciplined atmosphere of the school or school related activities, or which is detrimental to the best interests of the school district include the inappropriate behaviors listed as Code No. 502.3, and also include without limitation:

- violating established school or classroom rules and/or procedures
- cheating, lying, or stealing
- horseplay or scuffling
- defacing school property
- damaging the property of others
- unexcused tardiness
- throwing objects
- running in classrooms, halls, and/or Student Commons
- exhibiting inappropriate displays of affection
- gambling
- displaying disrespect toward school employees and/or other adults
- dressing or appearing in a manner disruptive to the educational process
- using abusive/obscene language or gestures
- fighting
- bringing pornographic materials to school
- plagiarizing, copying, and/or forging school work
- leaving campus during the school day without permission or authorization
- driving recklessly on school property
- engaging in verbal abuse, intimidation, harassment or assault
- participating in gang activities or wearing gang related apparel
- behaving inappropriately during school assemblies, games, on the bus, and at other school sponsored activities
- truancy
- committing or conspiring to commit arson
- possessing or using firearms, explosives, and/or other dangerous items or weapons
- conduct which materially and substantially disturbs or interferes with the orderly, efficient, and disciplined atmosphere of the school or school related activities

Driving and Parking Regulations

The board recognizes the convenience to families and students in having students drive to and park at Camanche HS. Driving a motor vehicle to and parking it at CHS is a privilege.

Students who wish to drive to and park at CHS shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

- All cars parked in school parking lots must be identified with a current parking sticker.
- Cars must be registered in the office to receive a parking sticker and the cost for the sticker will be \$5.00 for 2018-2019 school year.
- Students may not loiter around or be in their vehicle during the school day without permission from the principal.
- Bicycles, mopeds, and motorcycles are to be parked in the bike rack area. Bikes, mopeds, and motorcycles are vehicles that must obey all laws and regulations. They are not to be driven on sidewalks or any off road areas on the campus.
- Students will park in the designated student parking spaces only—do not park in the faculty, visitor or handicap accessible spaces.
- Parking lot speed limit is 10 miles per hour.

Equal Opportunity

It is the policy of the Camanche Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator:

Kristi Montgomery
Camanche Middle School
1400 9th Street
Camanche, IA 52730
563-259-3014

Fees, Fines, and other payments

Fees must be paid at fall registration. Fees for various classes will be specified at that time. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or 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 principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

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. Prior to attending a field trip, students must return a note signed by the student's parents.

Food and Beverages

Food is to be consumed in the student commons and is not to be taken from that area. Beverages are not to be brought into the building unless part of the student's sack lunch. Vending machines are available for student use during appropriate times so long as students accept the responsibility for properly disposing of wrappers, cans, and bottles - all in their proper containers.

Failure to properly dispose of these items will result in the loss of the use of these machines. Containers for beverages not sold or distributed by the school, are restricted from entering the school building. Students may **not** bring beverage containers into the building or store such containers in the school's lockers. Violators will be subject to the district's discipline plan and the beverage, the beverage container, and the food articles may be confiscated.

Inspection of Educational Materials

Parents and other members of the school district community may review 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 Mr. Tom Parker, Superintendent.

Intervention for Behavior and Learning Difficulty

Students whose academic achievement or behaviors demonstrate the need for intervention and/or remediation, may be referred for special help. Parents may request that a referral be made by contacting the principal, guidance counselor, or high school teacher assistance team.

Legal Status of Student

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

Library/Media Center

Students wishing to use the library/media center must first receive a pass from their classroom or study hall teacher for that period. Improper use, not getting a pass or forging a library pass will lead to loss of media center privileges for a period of time and/or other disciplinary action to be determined by the principal.

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. The media center will be open before school at 7:45 a.m. and after school until 3:30 p.m.

Lost and Found Items

Lost and found can be located in the main area of the high school office. If something was stolen, give the principal's secretary a description of the item and fill out a theft report. Contact your insurance agent to see if this item is covered.

Nondiscrimination

It is the policy of the Camanche Community School District not to discriminate on the basis of gender, race, national origin, sexual orientation, gender identity, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. Harassment of any kind will not be tolerated in a work place by the Camanche Community School District. Harassment by Administrators, Certified or Classified Personnel, Students, Vendors, or any other having business or other contact with the School District is prohibited. Persons found in violation of this policy will be subject to discipline including, but not limited to reprimand, probation,

demotion, suspension, termination, or other sanctions deemed appropriate by the Board of Education. Persons who believe they have suffered harassment shall report such matters to the superintendent or the superintendent's designee.

Civil Rights Contact

The following information is provided should any parent or student wish to contact the Office of Civil Rights, U.S. Department of Education:

Office of Civil Rights, Chicago Office

U.S. Department of Education

111 North Canal Street, Suite 1053

Chicago, IL 60606-7204

Telephone: (312) 353-8434; FAX: (312) 353-4888

TDD: (216) 522-2540; E-mail: OCR.Chicago@ed.gov

Phone Calls and Messages

A phone in the office is available for student use with office permission during school hours. Emergency messages and/or phone calls received through the office will be delivered immediately. Messages from anyone *except* immediate family will not be accepted.

Search and Inspection

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.

Signs and Posters

Anyone wishing to put up a poster or sign in the school or on school property must have specific approval from the principal or designee beforehand. Posters or signs may be placed on the tack board in the Student Commons area. Posters promoting private businesses are not acceptable in school.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the Activities Director at least one week prior to the fund-raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the Activities Director 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.

Student Lockers and Desks

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

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 ensuring 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.

Students are not to have opened cans, bottles, or containers of beverages, opened food packages, or food items left open in their lockers. Items are not to be taped to the inside of the lockers or to the outside except for "Spirit Signs" placed by the cheerleaders or any other that is authorized by the principal's office. These items may be confiscated and destroyed when discovered.

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 terrorist 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.

Textbooks and Textbook Replacement

Textbooks assigned to the student become the student's responsibility for care and return. Students are expected to take appropriate care of textbooks and class assigned materials. Some form of book cover should cover all textbooks. Textbooks should never be shared or loaned to other students except by the teacher's authorization. Textbooks, notebooks, and other possessions are to be removed at the end of each day from the Book Storage cubicles in the Commons. A fine may be assessed to students to reclaim books that have been left there and cleaned out by custodians.

In the event a student loses a class textbook or text assigned by an instructor for classroom usage or in the event the text is damaged beyond normal wear and tear, so the text is unfit for future use, the student and/or student's parents shall pay for the replacement of that text.

Obscene writing or drawings in the text will render the book unfit for future use and require replacement. When a textbook replacement is required and the replacement cost is paid, the damaged book becomes the property of the student. If the text is not scheduled for use during the next school year, the student will not be charged for the replacement.

Visitors

For the safety of students and staff, all visitors are required to report to the principal's office to sign in upon entering the building and will be issued a Visitor's Pass. They will be instructed to return to the principal's office to sign out and to return their badge before leaving the building. Special Visitors Parking spaces are reserved in the area directly across from the circle drive.

Students are only allowed to bring visitors to school with them for educational reasons. However, if they do, they are required to contact the principal's office before bringing the visitor. If the office approves of the visitor, a pass will be issued. Teachers are not required to accept visitors. If the teacher feels that class order might be disturbed, they might have the visitor return to the office. No visitors are allowed the first two or the last two weeks of the semester or during semester exams.

Release of Student Information

Parents must give written consent in order for the school district to release personally identifiable information from a student's records according to the *Family Education Rights and Privacy Act (FERPA)*. The school district may release designated "directory information" without written consent, unless advised to the contrary. The prior need for this type of information to be released would be for inclusion in such publications as a playbill, the yearbook, recognition lists, graduation programs, sport activity sheets, etc. or to military recruiters per the *Elementary and Secondary Education Act of 1965 (ESEA)*. Directory information is defined as the following: **student's name, address, telephone listing, date and place of birth, email address, major field of study, dates of attendance, the most recent previous school or institution attended by the student, other similar information.**

ANNUAL NOTICE

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing 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.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address if the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Ave., SW, Washington, DC, 20202-4605

The school district may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

In addition, two federal laws require local education 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 prior written consent.