

**CAMANCHE HIGH SCHOOL**

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Visit our Internet Web Site at

<http://www.camanche.k12.ia.us>

## **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 insure 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 2014-2015 school year!

Charles J. Wiebenga, 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 TO ACQUIRE THE SKILLS, ATTITUDES, AND KNOWLEDGE TO BE A RESPONSIBLE CITIZEN AND A LIFELONG LEARNER.***

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## 2014-2015 Calendar

<p>August 12, Classes Begin                  Sept 1, Labor Day – No School                  Sept 26-27 , Homecoming Weekend                  Oct 10, End of 1<sup>st</sup> Quarter – 43 Days                  Oct 29 &amp; 30, Parent-Teacher Conferences – 1:15 Dismissal                  Oct 31, No School                  Nov 27-28, Thanksgiving Break                  Dec 18 &amp; 19, Semester Tests                  Dec 19, End of 1<sup>st</sup> Semester – 90 Days                  Dec 20-Jan 4, Winter Break                  Jan 5, Classes Resume – Begin 2<sup>nd</sup> Semester                  Jan 19, Martin Luther King Day – No School                  Feb 16, Presidents’ Day – No School                  Feb 25 &amp; 26, Parent-Teacher Conferences – 1:15 Dismissal                  Feb 27, No School                  Mar 13, End of 3<sup>rd</sup> Quarter – 47 Days                  Mar 24 &amp; 25, ITEDS                  Apr 2-6, Spring Break                  May 2, Prom                  May 15 &amp; 18, Semester Tests                  May 18, End of 2<sup>nd</sup> Semester – 90 Days                  May 19, Faculty In-Service</p> <p style="text-align: center;"><i>All inclement weather days will be made up at the end of the year.                  Every Wednesday will follow the 2:15 early-out schedule for teacher professional development</i></p>
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### Time Schedule, 2014-2015

	M, T, Th, F Regular Schedule	Wed 1 Hr Early-Out	2 Hr Early-Out	2 Hr Late Start
1 <sup>st</sup>	8:00-8:44	8:00-8:44	8:00-8:33	10:00-10:33
2 <sup>nd</sup>	8:48-9:32	8:48-9:30	8:37-9:10	10:37-11:10
3 <sup>rd</sup>	9:36-10:20	9:34-10:15	9:14-9:47	11:14-11:47
4 <sup>th</sup>	10:24-11:08	10:19-11:00	9:51-10:24	11:47-12:47 (lunch) A lunch 11:47-12:12 C lunch 12:21-12:47
5 <sup>th</sup>	11:12-12:22 A lunch 11:08-11:34, class 11:38-12:22 C lunch 11:56-12:22, class 11:12-11:56	11:00-12:09 A lunch 11:00-11:26 C lunch 11:43-12:09	10:28-11:01	12:51-1:24
6 <sup>th</sup>	12:26-1:10	12:13-12:51	11:01-12:01 (lunch) A lunch 11:01-11:26 C Lunch 11:35-12:01	1:28-2:01
7 <sup>th</sup>	1:14-1:58	12:55-1:33	12:05-12:38	2:05-2:38
8 <sup>th</sup>	2:02-2:46	1:37-2:15	12:42-1:15	2:42-3:15
Adv/Rti	2:50-3:15	XXXXXXXX	XXXXXXXX	XXXXXXXX

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: KZEG 97.7 FM, KLNT 1390 AM, 101.3 FM, 97X FM, 96.9 FM, KROS 1340 AM, 98.9 FM, WHBF Channel 4, KWQC Channel 6, WQAD TV Channel 8. **DO NOT CALL THE SCHOOL DURING EMERGENCIES OR STORMS IN ORDER TO KEEP PHONE LINES OPEN.** All activities may be canceled if an early out 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.

The following list comes from the University of Iowa's student handbook:

You are plagiarizing or cheating if you do the following:

- Present the ideas of others as your own without giving credit to the source
- Use direct quotations without quotation marks and without giving credit to the source
- Paraphrase without crediting source
- Participate in a group project that presents plagiarized materials
- Fail to provide adequate citations from materials obtained through electronic research
- Download and submit work from electronic databases without citation
- Submit materials written by someone else as your own. This includes purchasing a term or research paper.
- Allow someone to copy and submit one's own work as his or her own
- Copy someone else's exam, graded homework, or laboratory work
- Submit the same paper in more than one course without the knowledge and approval of the instructors
- Using notes or other materials during a test or exam without authorization
- Not following guidelines specified by the instructor for a "take-home" test or exam or accepts credit for a group project without doing one's share.

## Class Standings

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

Freshman (9th Grade).....between 0-5.5 units

Sophomore (10th Grade).....between 5.5-11 units

Junior (11th Grade).....between 11-16.5 units

Senior (12th Grade).....16.5 or more 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 five (5) academic credits or 2.5 academic units per semester unless the principal grants prior permission. 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

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused for up to *two* days to visit a college campus with permission from the guidance counselor and with a signed note and phone call from the parents. Juniors may be excused for *one* day to visit a college campus with permission from the guidance counselor and with a note signed and phone call from the parents. Written verification of the visit by college officials is required. Students must see teachers 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 mailed after the fourth week of each quarter.

### Report Cards

Quarterly Report cards are distributed at Parent-Student-Teacher Conferences at the end of the first quarter. Semester report cards are mailed to the parents approximately two weeks after the semester has ended. Third Quarter report cards may be picked up by students from the main office.

### 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 whenever that teacher is available in his or her room.

### 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

Grade reports are issued at the end of each quarter. The grading system is as follows:

A = Excellent, 100% - 90%

B = Above Average, 89% - 80%

C = Average, 79% - 70%

D = Below Average, 69% - 60%

F = Failing, Below 60% - No Credit Given

NC = No Credit Given

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 5 units per year plus .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 or to excuse their child from human growth and development instruction.

### **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 an Advance Admit, 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, creed, sex, marital status, national origin, sexual orientation, gender identity, ability, or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. 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. It shall also reflect the wide variety of roles open to both men 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 319/259-3000; 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.

### **Post-Secondary Enrollment Options Act (PSEO)**

During the latter part of 1988, the Iowa Legislature enacted the Post-Secondary Enrollment Options Act. The Act was written to provide additional educational opportunities for junior and senior high school students in Iowa's Secondary Schools. It provides for these opportunities through cooperative efforts with Iowa's public and private colleges, universities, and community colleges.

The Post-Secondary Enrollment Options Act allows students who are high school juniors or seniors to enroll in courses and programs in public or private post-secondary schools. Students participating in the program must be within four semesters of completing high school and receiving their diploma. STUDENTS WHO HAVE GRADUATED FROM HIGH SCHOOL ARE NOT ELIGIBLE FOR THE OPTIONS ACT.

The Options Act permits students to take courses which are not offered by the high school, courses which are considered enrichment to the high school's regular courses of study, courses that are not comparable to those within the course of study within the high school and courses that lead to an educational degree. Courses are limited to those in the areas of mathematics, sciences, social sciences, humanities, and in the career option program. Students involved in the Post-Secondary Options Act will receive the following benefits from the program:

- Availability of both high school and college credit for courses taken and successfully completed.

- District paid tuition for courses and required course texts to a maximum limit of \$250.00 per course.
- The opportunity to begin course work toward a degree program while in high school.

### **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 ten 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. When the change is approved you will be given a "Drop - Add Slip" which must be shown to each of the teachers affected and initialed by them and then returned to the office when completed. At that time only, the change will be finalized by being entered into the school's computer system.

### **School Supply List**

Students should have with them a notebook for each class, a folder for each class, pens, pencils, erasers, a calculator and a jump drive in order to be as prepared as possible for the academic year.

### **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.
- Students must take exams at established times unless they have more than three exams on one test day.
- 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.
- Parents must call the school in advance or on the day of an exam to excuse the student from the final exam.
- Students with 2 or less absences and no unexcused tardies in the semester and who are passing the class will be excused from taking the semester final for that class

### Study Halls

Students who are scheduled for study halls are expected to be present with material needed to use this time for concentrated study. Students are not to talk, sleep, or disrupt others. While in study hall, students are expected to conduct themselves as they would in class. Once in study hall, students are only allowed to leave with the permission of the study hall supervisor and with a hall pass.

#### Academic (Closed) Study Hall

- All Freshmen will be assigned to Academic study halls for the first semester.
- Academic study halls will be provided for students whose grades indicate a need to devote non-class time to quiet study.
- Students in academic study hall must have work with them to do or they will have to make up that time before or after school or on Saturday.
- No food, drinks, or games will be allowed in academic study halls.
- Electronic devices will be allowed at the discretion of the supervising staff member.

#### Commons (Open) Study Hall

- Students who have earned at least a 2.0 grade point average during the previous nine week's grading period may choose to attend an open study hall in the commons. Freshmen will be allowed to select an open study hall for second semester if they earn a GPA of 3.0 or higher.
- Vending machines will be available to students who are in the commons study hall so long as litter is not left. Vending machine privileges may be canceled or temporarily suspended for any period or group who does not take responsibility for properly disposing of their litter.
- Students may visit socially during the commons study hall but need to respect the rights of others and not become overly loud or disruptive.

- Students who abuse their commons study hall privilege in any way may be subject to administrative discipline including detention, suspension, loss of privileges, or reassignment to an academic study hall.
- Electronic devices will be allowed at the discretion of the supervising staff member.

### **Early Release/Late Arrival**

Juniors and seniors may choose the option of Early Release or Late Arrival if their class schedule contains a study hall 8<sup>th</sup> hour or 1<sup>st</sup> hour. Students will not be allowed to change their schedules for the sole purpose of rescheduling study hall for early release or late arrival. Parent approval and principal approval are required for Early Release or Late Arrival. Forms must be picked up from the main office and turned in within the first 10 days of the semester. Students may not partake in Early Release or Late Arrival until forms are turned in to the main office. Failure to comply will result in an unexcused absence and/or other disciplinary action to be determined by the principal.

### **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 nonaccredited 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.

Students who are taking college courses through Post-Secondary Enrollment Options have the option of having the college credit count toward graduation and carry grade point credit. However, if the course is to be counted toward graduation, the grade must be included in the grade point average.

Students who have been accelerated into high school classes before actually being enrolled as high school students will be awarded graduation credit and advanced standing for successful completion of that course. Grade point credit will not be awarded to non-high school students for having taken accelerated 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 principal's office.

• Unexcused single period absences during the day or other disciplinary actions may cause a student to be withheld from practices or contests on that day. This disciplinary action is at the discretion of the Administration or the Athletic 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 Athlete 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, 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 "Parent-Athlete" 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 designee within five 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 board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: 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 beliefs, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If,



after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

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

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

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

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

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

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

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

Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

#### **Anti-Harassment/ Bullying Investigation Procedures**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
    - what, when and where it happened
    - who was involved
    - exactly what was said or what the harasser did
    - witnesses to the harassment
    - what the student said or did, either at the time or later

- how the student felt
- how the harasser responded.

### **Compliant Procedure**

An individual who believes that the individual has been harassed or bullied will notify the Principal, the designated investigator. The alternate investigator is the Level 1 Investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

### **Investigation Procedure**

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

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

### **Resolution of the Complaint**

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

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

### **Points to Remember in the Classroom**

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

### **Conflicts**

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

**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 have 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 POLICY**

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.

### **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 7:00 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.
- Students with Early Release or Late Arrival (students with these terms are not to be in the building during unassigned times without specific permission)
- The student has been excused by a parent, principal, nurse, secretary or designee.

### **Excused Absences and Tardies**

Students absent from school for a full or partial day must have parental permission for the absence. A parent phone call must be received by 9 a.m. on the day of a student's absence to be considered excused for the day or a note must be received within 24 hours of the student's absence from school in order for the absence to be excused. If a phone call is not received by 9 a.m. on the day of a student's absence, the office will attempt to make parental contact. Students leaving school during the school day must have parent permission in the form of a phone call or note prior to the student being permitted to leave campus in order to be considered excused absent. Administration will determine what constitutes an excused absence.

Students who are absent for any part of the day or tardy to school for the day must stop by the office in order to get an admit slip before entering the classroom. Any students who have parental permission for an absence or for being late to school will receive a white excused admit slip. Any students without parental permission for being absent or tardy will receive a yellow unexcused admit slip. Students who are tardy to class due to being detained by a staff member or another class need to get a pass from that staff member before entering the classroom.

Students who know they will be absent in advance due to a doctor's appointment need to get a Prior-Approved Admit from the office to present to the teacher(s) of the class(es) missed that day. Parental notification is needed for a Prior-Approved Admit. Students knowing they will be absent for class need to make arrangements to make up tests, quizzes or homework with the teacher prior to being absent from the class. Students must check out of the main office before leaving the building and must check back into the office when returning. Failure to check out and/or in properly may result in an unexcused absence, tardy or other disciplinary action to be determined by the principal.

### **Unexcused Absences and Tardies**

A tardy will be counted unexcused any time a student enters class ten minutes or less after the final bell rings without a pass from the office or another staff member. *Please see each individual teacher's policy for consequences pertaining to unexcused tardies.* Students who accumulate ten or more unexcused tardies in a class per semester will be



referred to the principal for disciplinary actions. This may include use of the Six Levels of Discipline.

A student entering the classroom more than ten minutes after the final bell rings without a pass from the office or another staff member will be given an unexcused absent. A student who fails to attend class with permission from a parent to be absent from school during that time will be considered absent unexcused. Students who accumulate six unexcused absences in a class per semester will be subject to a parent meeting with the principal and classroom teacher in order to set up an intervention process for the student. Interventions include, but are not limited to, a contract, make-up time after school, suspension from school, suspension from extracurricular activities, loss of credit for assignments, loss of privileges in terms of attending dances or use of electronic devices, summer school, etc.

\*Students who are absent excused fewer than two days per semester in a class and have no unexcused tardies will be allowed to opt out of the semester final for that class as long as they are passing for the semester.

## **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), after school (3:15-3:45 PM), or on Saturday morning (8:00 – 8:45 AM). Detention may be 45 minutes, 30 minutes or 15 minutes in length. Failure to complete detentions by the deadline set by the principal may result in doubling the detention(s), assignment to in-school suspension, Saturday suspension, or out-of-school suspension. Students serving detention are to bring work with them. No talking or sleeping is allowed; doing so would result in further disciplinary actions. 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 and the president of the Board of Education. Students serving a suspension may take tests and hand in assignments for credit. Suspensions may be in-school, out-of-school, Saturday suspension, long-term suspension (Expulsion), or a restriction from activities.

#### ***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. (502.8) 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 502.3, 503.6, and 503.6A.

## **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 handed over to the principal and will be subject to a Level II A consequence.

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 IIIA 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, use of drugs or alcohol, use of tobacco, 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**

The code of Iowa discussion of "false alarms of fire" is as follows:

714.31: FALSE ALARMS OF FIRE. No person shall cause or give a false alarm of fire by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means without cause.

714.32: PUNISHMENT. Any person violating the provisions of Section 714.3 shall be guilty of a misdemeanor and shall be punished by a fine not exceeding \$100.00 or by imprisonment to the county jail not exceeding 30 days.

### **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, 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, and tops with no straps are not allowed.
- Tank tops and "spaghetti" strap tops cannot be revealing and must cover bras and bra straps including sport bras; no cut out tank tops allowed.
- Navels cannot show.
- All tops must meet the waistband of jeans, shorts, pants, skirts, etc. of the student.
- 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, students, and parents 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.

These 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 and the student's willingness to cooperate with school officials in investigation and in seeking appropriate counseling and/or treatment.

### **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 substance 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 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 or drug use paraphernalia 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 that 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 or paraphernalia by placement of, or knowledge of, coupled with direct access to the same on school property or other 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.
  - **School Authorities** - school district employees
  - **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 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 co-curricular 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.
7. The student may be referred to the police for appropriate charges.

#### 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 and students agree to pay all expenses incurred for the assessment.
  - The student and parents release the results and recommendations of the 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 inpatient 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 with full or partial credit for schoolwork completed while he or she was in treatment.



- If the services of a tutor become necessary, the expense will 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. The superintendent or designee will determine length of suspension from co-curricular activities.

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 law enforcement authorities.
2. The student's parent/guardian will be contacted and a conference required. The student will be suspended for ten 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. 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**

## **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 okayed 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 included 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 impendance of 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 21<sup>st</sup> Century At.

School and network administrators and their authorized employees monitor all use of information technology resources to help ensure that uses 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 ORSHE 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 who have an infectious or communicable disease are allowed to attend school so long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

### **Emergency Drills**

Fire drills will be held at various intervals during the school year in accordance with State laws. Iowa law requires that at least two fire and two tornado drills be conducted each semester.

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 file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release students to the alternate person in the event the parents cannot be reached. Information includes parents' names, address, home and business phone numbers, doctor's name, place of parents' employment, and an adult neighbor or relative's phone number for emergency purposes. 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](http://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 office.

### **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 is 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 <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Student Insurance**

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

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

As a student at Camanche High School and as a citizen of the United States, students have those rights guaranteed to all citizens by the Constitution and the Bill of Rights. Laws and court decisions have defined some of the citizens' rights relative to students in the specific areas of school placement, records, and discipline. Further, however, as a student and as a citizen students also have a responsibility to not interfere with another person's exercise of his/her constitutionally protected rights.

To define this responsibility further, a student does not have the right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A student's basic responsibility in school is to act in a manner that enhances his or her or others' opportunities to learn.

### **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 principal or the student's parents personally appear and request to transport the student home.

### **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 after second hour. The daily announcements are for school-sponsored activities and organizations only. Any variation from this must have specific approval of the principal.

### **Buses and Other School District Vehicles**

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

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

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

- Riders must be at the designated loading point before the arrival time.

- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign riders a seat.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, tables, books, 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.

### **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 are instructed in the elements of



good citizenship and the role quality citizens play in their country, state, and school district community.

### **Disruptive Behaviors**

While the following list is not intended to be an exhaustive listing, examples of conduct which materially and substantially disturb or interfere with the order, efficient, and disciplined atmosphere of the school or school related activities; or which is detrimental to the best interest of the school include without limitation the inappropriate behaviors listed in Code No. 502.3 and also include without limitation the following misbehaviors which will result in disciplinary consequences:

- 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

Students who do not NEED to drive to school SHOULD NOT! However, students who do drive must observe all driving laws and posted signs and must exercise caution in the vicinity of schools and on school property. The speed limit in the school's parking lot is ten miles per hour for the safety of pedestrians and other vehicles. Reckless driving on school property will not be tolerated. Students driving recklessly may have their driving/parking privileges revoked.

Parking on school grounds is a **privilege** and in order to continue to receive the privilege, certain expectations must be met. This privilege may be revoked for failure to cooperate with regulations. 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 \$2.00 for 2014-2015 school year. Failure to display the parking identification as required or failure to park correctly may lead to a disciplinary fine, detention/suspension, having your car towed, or loss of parking privileges.

Students are never to park in the faculty parking area, visitor parking, or handicap accessible spaces. Cars should always be parked within the lines of an appropriate parking space. Cars parking on neighboring residential streets must obey all parking regulations established by the city. **Students are not to be in their cars or parking areas during school hours without specific permission from the office.** Cars are never to be moved or driven during the day without specific permission from the office.

Bicycles, mopeds, and motorcycles are to be parked in the bike rack area across from the faculty lot. 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.

- 1ST OFFENSE: A school "Warning Ticket" will be issued. Verbal and/or written warning will be given by the principal or designee.
- 2ND OFFENSE: A school parking violation ticket will be issued and a \$5.00 fine will be assessed. The student's car may be towed and stored at the owner's expense. Parking privileges may be revoked for a temporary period.
- CONTINUED OFFENSES: Continued disregard for parking regulations may result in the car being towed at the owner's expense or loss of parking privileges for the remainder of the school year.

## 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. Fees for personal projects may be charged in other areas. Financial liability will be assessed for damaged or lost books and other school properties within the student's control.

### **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 view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact 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 7:30 a.m. and after school until 3:30 p.m. Study tables will be available Monday through Thursday from 3:30 p.m. to 7:30 p.m. for students to make up work, study or work on computers for classes.

### **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.

### **Lunch Money**

Lunch deposits may be made in the cafeteria during breakfast, from 7:40-8:00 a.m. or in the front office, from 8:15-10:30 a.m. 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.

### **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](mailto: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.

### **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.**

### **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 principal at least two weeks 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 principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund-raising activities being denied.

### **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 insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks, or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

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.

### **Tobacco Products; Use or Possession**

Possession and/or use of tobacco products by students are prohibited in all areas of the Camanche High School Building and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students, regardless of age, are considered members of the student body and are subject to this regulation. Students smoking on school grounds will be reported to the administration for disciplinary action. A referral will be made to legal authorities when it is deemed appropriate.



Definitions: POSSESSION of a tobacco product means that a student has tobacco products on his or her personal property or in his or her hall or physical education locker. USE of tobacco products means that reasonable grounds exist to believe that the student is smoking or chewing tobacco products.

### **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.

Office and Paraprofessionals

Kim Aude Special Needs Associate  
 Todd Borrison Athletic Director  
 Tara Dohrn Special Needs Associate  
 Pete Eikert Grounds Custodian  
 Michele Gentry Administrative Associate  
 Betsy Gilbert Kitchen Manager  
 Charles Godsey Nighttime Custodian  
 John Harlson Driver's Education  
 Rachel Howard Media Associate  
 Carol Hunter Accompanist  
 Tara Jacobsen Special Needs Associate  
 Christina LeBlanc Special Needs Associate  
 Misti McDermott Special Needs Associate  
 Dennis McClenning Associate  
 Alice Mensinger AD/Guidance Secretary  
 Jennifer Moore Lunch Food Service  
 Laura Null Transportation Director  
 Gary Parker Superintendent  
 Tom Parker Special Needs Associate  
 Patricia Paulsen Principal's Secretary  
 Linda Pingle Maintenance Director  
 Rob Pulse Special Needs Associate  
 Jackie Reuter Guidance Counselor  
 Danielle Sampson Lunch/Associate  
 LuAnne Smith Food Service Director  
 Becky Swalve Daytime Custodian  
 Darrell Thola Lunch Food Service  
 Shirley Thomas Principal  
 Charles Wiebenga

Instructional Faculty

Annette Blomme Language Arts  
 Brent Carstensen MOC  
 Darryl Cochran Industrial Technology  
 Dustin Coit Physical Education  
 Rhyan Dailey Strategy Specialist  
 Kris Dorsey Mathematics  
 Steve Dougherty Science  
 Sarah Erwin Strategy Specialist  
 T.J. Faust Strategy Specialist  
 Lauri Hogan Family & Consumer Sci  
 Debbie Holstein Business  
 Kathy Hullinger School Nurse  
 Brenda Metzger Mathematics  
 Mark Metzger At-Risk, Social Studies  
 Kyle Mink Language Arts  
 Medical Careers  
 Carolyn Petersen Instrumental Music  
 Danielle Sampson Guidance Counselor  
 Andrew Schnoor Strategy Specialist  
 Roy Shaft Industrial Technology  
 Laurie Sheppard Business  
 Taylor Stoddard Vocal Music  
 Emily Turner Spanish

Deb Steffen Art  
 Amber Stelpflug Mathematics  
 Marti Swan Strategy Specialist  
 Denise Vandendooren Family & Consumer Sci  
 Aaron Westrum Language Arts  
 Brad Wickes Social Studies  
 David Wilkinson Vocal Music  
 Wade Williams Science

Extra-Curricular Activities

Head Football  
 Head Volleyball Emily Turner  
 Head Cross Country Mark Metzger  
 Head Boys Basketball Josh Davis  
 Head Girls Basketball Todd Borrison  
 Head Wrestling Brent Carstensen  
 Head Bowling Jay Garvey  
 Head Boys Track Mark Metzger  
 Head Girls Track Brenda Metzger  
 Head Golf Brett DeNeve  
 Head Boys Tennis Jeff Marsh  
 Head Girls Tennis Erin Montgomery  
 Head Baseball Darryl Cochran  
 Head Softball Erin Schlotfeldt  
 Speech & Drama Aaron Westrum  
 Yearbook Laurie Sheppard  
 Student Council Kelly Everhart  
 Karlee Lowe  
 Danielle Sampson  
 National Honor Society  
 Freshman Class Andrew Schnoor  
 Sophomore Class Erin Schlotfeldt  
 Junior Class Amber Stelpflug  
 Sarah Erwin  
 Danielle Sampson  
 Senior Class  
 Key Club Pam VanZuiden  
 Mary Griswold  
 Band Carolyn Petersen  
 Chorus Taylor Stoddard

## 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.*