

TABLE OF CONTENTS

| | Page |
|--|-------------|
| Welcome! | 3 |
| Camanche Schools Mission Statement | 3 |
| Camanche Middle School Vision Statement | 3 |
| Camanche Middle School Values | 3 |
| <u>STAFF & SCHOOL DAY INFORMATION</u> | 4 |
| Faculty & Assignments | 5 |
| Communication & Questions to Staff | 6 |
| 2025-2026 School Calendar | 7 |
| Bell Schedule | 8 |
| <u>GENERAL INFORMATION</u> | 9 |
| Appearance & Dress Code | 10 |
| Assemblies | 10 |
| Attendance, Truancy & Tardy Policies | 10-11 |
| Bicycles, Mopeds & Scooters | 12 |
| Book Fees | 12 |
| Buses and Other District Vehicles | 12 |
| Cafeteria | 12 |
| Care of School Property | 12 |
| Citizenship | 12 |
| Civil Rights Information | 13 |
| Closed Campus | 13 |
| Computer Lab Rules and Regulations | 13 |
| Corporal Punishment | 13 |
| Dances | 13 |
| Definitions | 13 |
| Directory Information, Release of Personal Information | 14 |
| Dual Enrolled Students | 14 |
| Educational Records | 14 |
| Electronic/Technological Devices | 14 |
| Emergency Forms | 15 |
| Equal Opportunity Policy | 15 |
| Field Trips | 15 |
| Food/Beverages/Gum | 15 |
| Gang Activity and/or Association | 15 |
| Human Growth & Development | 16 |
| Inclement Weather | 16 |
| Inspection of Educational Materials | 16 |
| Interferences in School | 16 |
| Internet | 16-17 |
| Jurisdictional Statement | 17 |
| Legal Status of Student | 17 |
| Library/Media Center | 17-18 |
| Lighters & Other Incendiary Devices | 18 |
| Lost & Found | 18 |
| Middle School Guidance Program | 18 |
| Money & Valuables | 19 |
| Office | 19 |
| Open Enrollment | 19 |
| Passing in the Hall | 19 |
| Physical Restraint | 20 |
| Posting of Information | 20 |
| Procedures for Students who are Transferring Schools | 20 |
| Profanity | 20 |

| | |
|--|-----------|
| School Announcements | 20 |
| School Day | 20 |
| School Fees | 21 |
| Skateboards & Rollerblades | 21 |
| Smoking & Other Tobacco Products | 21 |
| Student Lockers | 21 |
| Students ID Cards | 21 |
| Student Photographs | 21 |
| Study Hall | 21 |
| Use of School District Facilities by Student Organizations | 22 |
| Visitors | 22 |
| Withdrawing from School | 22 |
| Use of a Controlled Substance (drugs including alcohol) | 22-24 |
| <u>STUDENT SAFETY & ANTI-BULLYING</u> | 25 |
| Anti-bullying/Harassment Policy & Forms | 26-30 |
| Emergency Drills | 31 |
| No Smoking or Use of Tobacco | 31 |
| Threats of Violence | 31 |
| Tornado Drill | 31 |
| Weapons Policy | 31-32 |
| <u>STUDENT HEALTH & WELLNESS</u> | 33 |
| Asbestos Notification | 34 |
| Communicable and Infectious Diseases | 34 |
| Immunizations | 34 |
| Medication | 34-35 |
| Physical Examinations | 35 |
| Student Illness or Injury at School | 35 |
| Student Insurance | 36 |
| <u>STUDENT ACADEMIC INFORMATION</u> | 37 |
| Achievement Expectation | 38 |
| Cheating | 38 |
| Grade Reports | 38 |
| Grading & Homework Guidelines | 38 |
| Grading Scale | 38 |
| Make-up Work | 39 |
| Plagiarism | 39 |
| Standardized Tests | 39 |
| Summer School & Retention Policy | 39 |
| Intervention Team | 40 |
| <u>STUDENT ATHLETIC & EXTRA-CURRICULAR ACTIVITIES</u> | 41 |
| Activities/Activity Rules | 42 |
| Eligibility for 7 th and 8 th Grade Extra-Curricular Activities..... | 42 |
| Handbook for Student Athletes | 42 |
| School-Sponsored Student Organizations | 43 |
| Student Council | 43 |
| <u>STUDENT DISCIPLINE</u> | 44 |
| Philosophy of Rights and Responsibility | 45 |
| District Discipline Plan | 45-56 |
| Student Code of Conduct & Span of Control | 56-58 |
| Breach of Discipline | 58-62 |

WELCOME TO CAMANCHE MIDDLE SCHOOL

The staff and I would like to welcome you and your student to Camanche Middle School and to a new and exciting part of your life. We look forward to working with you.

In our effort to help you become better informed about the education experience at CMS, we have prepared this handbook. Hopefully, it will answer some of the questions that you may have over the year and give you the basic information concerning our programs, rules and regulations. Please keep this handbook available for ready reference during the year.

We can have a successful year if students are in school daily and abiding by the rules outlined in the handbook. If we are to have a great middle school, everyone needs to cooperate.

Camanche Community School District Mission Statement

The mission of the Camanche Community School District, in partnership with the family and community, is to empower students to develop the knowledge and skills to become lifelong learners and successful, productive citizens in a diverse, technological, ever-changing global society.

Camanche Middle School Vision Statement

To be recognized as one of the state's premier middle schools, in which every student receives an excellent education.

Camanche Middle School Values

All children have the right to learn.

All children deserve an education for empowerment, an education for freedom.

All children can learn.

We can and must teach all children effectively.

Camanche Middle School

Staff & School Day Information

Camanche Middle School Faculty and Staff

Fifth/Sixth Grade Staff and Specials

| | |
|--------------------|--------------------|
| Mary Hiher | Literacy |
| Katie McGinnis | Art |
| Jen Meyer | Music |
| Danika Stahl | Literacy |
| Ashley Lansing | Physical Education |
| Cameryn Carstensen | Special Education |
| Whitney Veenstra | Social Studies |
| Roy Shaft | Industrial Tech |
| Erin Dunham | Math |
| Heather Clark | Science |
| Mary Vargo | Band |
| Jen Hinrichs | Special Education |

Office Staff

| | |
|------------------|--------------------------|
| Melissa Phillips | Principal 5-12 |
| Dawn Dobson | Administrative Assistant |
| Caroline Canby | School Counselor |
| Kerry Butt | Admin Assistant/Lunch |
| Erin Montgomery | Instructional Coach |

District Staff

| | |
|---------------------|--------------------|
| Justin Shaffer | Superintendent |
| Rob Pulse | Maintenance Dir. |
| Bob Stenulson | Building & Grounds |
| Lori Christopherson | Food Service Dir. |
| Andy Eberhart | Athletic Director |
| Ben Miller | Technology Dir. |

Seventh/Eighth Staff

| | |
|--------------------|--------------------|
| Roy Shaft | Industrial Tech |
| Daryl Cochran | Computer Science |
| Jalyn Deering | Special Education |
| Caitlyn Geise | Math |
| Jennifer Witt | Special Education |
| Jami Stutting | Literacy |
| Bobbi Knutsen | Science |
| Jamie Rodriguez | Social Studies |
| Mary Vargo | Band |
| Jen Meyer | Chorus |
| Ashley Lansing | Physical Education |
| Michelle Lindquist | Art |
| Sarah Bezdek | Literacy |

Special Programming

| | |
|------------------|-------------------------|
| Rachel Bails | Special Education Inst. |
| Nicole Schroeder | Special Education Inst. |

Library Staff

| | |
|---------------|-------------------|
| Kerry Kudelka | Teacher-Librarian |
| Kay Kampe | Library Assistant |

Building

Maintenance Staff

| | |
|----------------|-------------|
| Kevin Atkinson | Maintenance |
| Sherry Mohr | Custodian |

Para-Professionals

| | |
|------------------|-------------------|
| Desirae Thomsen | Special Education |
| Cindy Munson | Special Education |
| Kim Stuer | Special Education |
| Rachel Bails | Special Education |
| Kaylee Loehndorf | Special Education |
| Tina Rodgers | Special Education |
| Susan Bull | Special Education |

Communication & Questions for Staff **FOR HELP GO TO.....**

Main Office

- | | |
|--------------------------|-----------------------|
| *Change of Information | *Lost & Found |
| *Lockers | *Bus Passes |
| *Withdrawals & Transfers | *Passes to Class |
| *Fees | *Visitors |
| *Lunch Money | *Absence Notification |

Athletic Office

- | | |
|----------------------|-------------------------------|
| *Athletic Physicals | *Athletic Schedule Questions |
| *Coaches Information | *Athletic Booster Information |

School Counselor Office

- | | |
|----------------------|--------------------|
| *Student Concerns | *Personal Concerns |
| *Conflict Resolution | |

Nurse (Mrs. Amanda Hoerschelmann)

- | | |
|---------------|-------------|
| *Immunization | *Medication |
|---------------|-------------|

Teachers

- | | |
|--------------------------|-------------------------|
| *Homework Questions | *Volunteer |
| *Student Issues/Concerns | *Request a Team Meeting |

PHONE NUMBERS

| | |
|--|----------|
| Camanche Superintendent's Office | 259-3000 |
| Camanche Middle School Office | 259-3014 |
| Mrs. Phillips, Principal | 259-3014 |
| Mrs. Amanda Hoerschelmann, Nurse | 259-3018 |
| Ms. Caroline Canby, School Counselor | 259-3014 |
| Mr. Andy Eberhart, Activities Director | 259-3008 |



School Year 2025-2026

School Start/End Times

| Regular | Start | End |
|------------|---------|---------|
| Elementary | 8:03 AM | 3:15 PM |
| Middle | 8:00 AM | 3:20 PM |
| High | 8:00 AM | 3:20 PM |

| Friday | Start | End |
|------------|---------|---------|
| Elementary | 8:03 AM | 1:45 PM |
| Middle | 8:00 AM | 1:45 PM |
| High | 8:00 AM | 1:45 PM |

Calendar Legend

| | |
|---|---|
| Holiday | ○ |
| End of Quarter | — |
| Faculty In-service (No School) | ◡ |
| No School | V |
| Parent-Teacher Conferences (1:45 dismissal) | △ |
| Teacher Professional Learning Day (No School) | ◻ |

Summary of Calendar

- Days in school - 173
- New Faculty Orientation: (1) August 19
- Teacher Professional Learning Days: (4) Oct 17, Dec 22, Feb 13, April 24
- Faculty In-service Days: (6) Aug 20, 21 & 22, June 1
- Fall Parent/Teacher Conferences: November 24 & 25
- Spring Parent/Teacher Conferences: March 11 & 12
- Holidays: (7)

| AUGUST | | | | | FEBRUARY | | | | |
|--------|----|----|----|----|----------|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 25 | 26 | 27 | 28 | 29 | | | | | |

| SEPTEMBER | | | | | MARCH | | | | |
|-----------|----|----|----|----|-------|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | V |
| 15 | 16 | 17 | 18 | 19 | V | V | V | V | 20 |
| 22 | 23 | 24 | 25 | 26 | 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | | 29 | 30 | 31 | | |

| OCTOBER | | | | | APRIL | | | | | | |
|---------|----|----|----|----|-------|----|----|----|----|---|---|
| M | T | W | T | F | M | T | W | T | F | | |
| | | | 1 | 2 | 3 | | | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 | 6 | 7 | 8 | 9 | 10 | | |
| 13 | 14 | 15 | 16 | 17 | 13 | 14 | 15 | 16 | 17 | | |
| V | 21 | 22 | 23 | 24 | 20 | 21 | 22 | 23 | 24 | | |
| 27 | 28 | 29 | 30 | 31 | 27 | 28 | 29 | 30 | | | |

| NOVEMBER | | | | | MAY | | | | |
|----------|----|----|----|----|-----|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 | | | | | 1 |
| 10 | 11 | 12 | 13 | 14 | 4 | 5 | 6 | 7 | 8 |
| 17 | 18 | 19 | 20 | 21 | 11 | 12 | 13 | 14 | 15 |
| 24 | 25 | V | 27 | V | 18 | 19 | 20 | 21 | 22 |
| | | | | | 25 | 26 | 27 | 28 | 29 |

| DECEMBER | | | | | JUNE | | | | |
|----------|----|----|----|----|------|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 | 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 | 15 | 16 | 17 | 18 | 19 |
| 22 | V | V | 25 | V | 22 | 23 | 24 | 25 | 26 |
| V | V | V | | | 29 | 30 | | | |

| JANUARY | | | | | JULY | | | | | |
|---------|----|----|----|----|------|----|----|----|----|---|
| M | T | W | T | F | M | T | W | T | F | |
| | | | 1 | V | | | | 1 | 2 | 3 |
| 5 | 6 | 7 | 8 | 9 | 6 | 7 | 8 | 9 | 10 | |
| 12 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 17 | |
| V | 20 | 21 | 22 | 23 | 20 | 21 | 22 | 23 | 24 | |
| 26 | 27 | 28 | 29 | 30 | 27 | 28 | 29 | 30 | 31 | |

Calendar Based on Instructional Hours

| | | |
|------------------|-----------|---|
| August | 19 | New Faculty Orientation |
| | 20 | TQM Teacher Professional Learning Day |
| | 21 & 22 | Faculty In-service Days |
| | 25 | Classes Begin - 1st Semester |
| September | 1 | Labor Day (No School) |
| October | 17 | Teacher Professional Learning Day |
| | 20 | No School |
| | 22 | End 1st Qtr - 40 days |
| November | 24 & 25 | Parent-Teacher Conferences (1:45 dismissal) |
| | 26 | Parent-Teacher Comp Day (No School) |
| | 27-28 | Thanksgiving Break (No School) |
| December | 19 | End 2nd Qtr - 39 days |
| | 19 | End 1st Semester - 79 days |
| | 22 | Teacher Professional Learning Day |
| | 22-Jan-02 | Winter Break |
| January | 5 | Classes Resume |
| | 5-9 | J Term - MS/HS - 5 days |
| | 12 | Begin 2nd Semester |
| | 19 | Martin Luther King Day (No School) |
| February | TBD | Kindergarten Roundup TBD |
| | 13 | Teacher Professional Learning Day |
| March | 11 & 12 | Parent-Teacher Conferences (1:45 dismissal) |
| | 13 | Parent-Teacher Comp Day (No School) |
| | 16 - 20 | Spring Break (No School) |
| | 25 | End 3rd Qtr - 44 days |
| April | 3 | No School |
| | 24 | Teacher Professional Learning Day |
| May | 25 | Memorial Day (No School) |
| | 29 | End 4th Qtr - 44 days |
| | 29 | End 2nd Semester - 88 days |
| June | 1 | Faculty In-service Day |

90 Minute Early Out - Every Friday
(Teacher Professional Learning)

Bell Schedule 2025-2026

| Middle School | | | |
|-----------------------|--|----------------------|--|
| Hour | M, T, W, TH | Hour | Friday (early-out) |
| 1st | 8:00-8:44 | 1st | 8:00 - 8:36 |
| 2nd | 8:48-9:32 | 2nd | 8:40 - 9:16 |
| 3rd | 9:36-10:20 | 3rd | 9:20 - 9:56 |
| 4th | 10:24-11:08 | 4th | 10:00 - 10:36 |
| WINN and Lunch | $\frac{5}{8}$ Lunch 11:10-11:40 $\frac{5}{8}$ WINN 11:42-12:08 $\frac{7}{8}$ WINN 11:12-11:38 $\frac{7}{8}$ Lunch 11:40-12:10 | 5th and Lunch | A Lunch: 10:36 - 11:06 A Class: 11:10 - 11:45 B Class: 10:40 - 11:15 B Lunch: 11:15 - 11:45 |
| 5th | 12:12-12:56 | 6th | 11:49 - 12:25 |
| 6th | 1:00-1:44 | 7th | 12:29 - 1:05 |
| 7th | 1:48-2:32 | 8th | 1:09 - 1:45 |
| 8th | 2:36-3:20 | | |

| Hour | 2 HR Late Start |
|-------------|--|
| 1st | 10:00 - 10:33 |
| 2nd | 10:37 - 11:10 |
| 3rd | 11:14 - 11:47 |
| 4th | $\frac{7}{8}$ Lunch: 11:51 - 12:15, class 12:15 - 12:47 $\frac{5}{8}$ Lunch: 12:20 - 12:47, class 11:51 - 12:20 |
| 5th | 12:51 - 1:24 |
| 6th | 1:28 - 2:01 |
| 7th | 2:05 - 2:38 |
| 8th | 2:42 - 3:20 |

Camanche Middle School General Information

Appearance & Dress Code

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students who are inappropriately dressed will be required to change their clothing or leave the school. A student's face must be clearly visible, **no hats or hoods, in all areas including the classroom**. Exceptions will be granted for medical and religious reasons with the principal making the final determination of the exception.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office or library during assemblies.

Attendance, Truancy & Tardy 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 her or his permanent record and can be a significant factor not only in being admitted to college, but also in getting and in keeping a job. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established the 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 the parents, to provide accountability for student attendance.

The school requests that a parent call the school in the morning to report an absence for that day. Parents who need to call before 7:45 AM may leave a message on the answering machine. After 7:45 AM, a secretary will handle the call. The answering machine is also available after 3:45 PM on weekdays and all day on weekends. If a student is absent and there has been no call by 9:00 AM, the school will attempt to reach either parent at home or at work.

Excused/Unexcused Absences:

For reporting purposes there will no longer be a distinction made between an excused or unexcused absence. CMS will still require parents to verify absences with the attendance secretary. unexcused absence. CES will still require parents to verify absences with the attendance secretary.

School activities, Doctors excuses, Religious services/receiving religious instruction, and the school nurse will be marked as excused. All other absences will be unexcused absences School activities will be the exception to absences. All other absences will be unexcused absences, students will be allowed two days for each day missed to complete the make up work for classes that were missed.

Half and Full Day Absences

1. A student missing two to four periods will be counted absent for a **HALF DAY**.
2. A student is absent five to eight periods will be counted absent for a **FULL DAY**.

Truancy

Attendance is a top indicator of success in school and beyond. Students who attend school regularly do better than students who miss school frequently. Further, students who are under the age of sixteen (16) years before September 15, of the current school year are covered by the State of Iowa's compulsory attendance code 299.1A and are required to be in attendance at school. Excessive absenteeism, either excused or unexcused, may be grounds for referral to the county attorney for investigation and prosecution for truancy.

The Camanche Middle School Truancy Policy states:

Parents will receive notification from the school regarding their student's attendance. **The absences are cumulative and do not reset at the end of the grading period. If your student is transferring into the school after the beginning of the year, the student's absences from the previous school for that school calendar will be counted. If your student is transferring into the school after the beginning of the year with an Absenteeism Prevention Plan, the school will continue to monitor that plan.** The purpose of these notifications is to provide information about the attendance guidelines and assist families if they need help getting their student to school.

10% of a grading period or school year:

Once a student misses 10% of a grading period or a school year: a letter will be mailed to the parents notifying them of the child's absences from school and the policies and disciplinary processes associated with the student having additional absences. Letters will be sent to the addresses listed in JMC and the school may work with the School Resource Officer on obtaining addresses of parents. Notification will also be sent to the Clinton County Attorney's office of the student's absences.

15% of a grading period or school year:

Once a student misses 15% of a grading period or a school year: A school engagement meeting will be scheduled as required by law between the student, parents, and school officials (principal, school counselor, School Resource Officer, Family Resource Coordinator, etc). During this meeting, an Absenteeism Prevention Plan will be created identifying the causes of the student's absences and the future responsibilities of each participant related to the student's attendance.

If the participants in the school engagement meeting fail to enter into an Absenteeism Prevention Plan, a referral will be made to the School Resource Officer(SRO)/ Clinton County Attorney's office for further investigation and prosecution of failure to engage in the School Engagement Meeting and Absentee Prevention Plan.

During the School Engagement Meeting, the participants may initiate referrals to any services or counseling which may be appropriate under the circumstances to improve the student's attendance.

A school official shall monitor the participants' compliance with the Absenteeism Prevention Plan. As required by the state, the school official will contact the participants at least

once a week (by phone, text, email, dojo message, etc) during the remainder of the school calendar to monitor the performance of the participants under the plan. If the student or student's parent violates a term of the Absenteeism Prevention Plan or fails to participate in the school engagement meeting, a referral will be made to the Clinton County Attorney's office for further investigation and prosecution for truancy.

20% of a grading period or school year:

Once a student misses 20% of a grading period or a school year: A referral will be made to the School Resource Officer (SRO)/ Clinton County Attorney's office for further investigation and prosecution of truancy.

Chronic Absenteeism

Chronic Absenteeism is missing 10% of school or more, and is one of the most serious barriers to school success. The attendance team will work with families to intervene with these students. If the team is unsuccessful, then the case will be recommended for truancy mediation with the county attorney

Tardies

All students will be allowed four minutes of Passing Time between classes. This is a sufficient amount of time to enable students to change classes without being tardy for their next period. However, students must learn to move between classes quickly and efficiently without wasting time. Therefore, almost all tardiness is unexcused.

If a student is detained for some reason by a teacher or the office, that student will be issued an Excused Tardy Pass by the teacher or the office and will then be readmitted to class without penalty.

A student who is tardy to start the school day must report to the office for a Tardy Admit before being admitted to her or his assigned class unless he or she has already received a pass. The teacher in charge will record the tardiness on the daily attendance and tardiness report which is turned into the office.

Camanche Middle School Tardy Policy

| Number of Tardies | Consequence |
|-------------------|---------------------------------------|
| 3 | Parent Letter |
| 5 | Parent Letter, Detention (30 min.) |
| 10 | Parent Letter, Detention (45 min.) |
| 15 | Parent Letter, Detention (60 min.) |
| 20 | In-School Suspension – Parent Contact |

Bicycles, Mopeds, & Scooters

Leave bicycles, mopeds, and scooters in the racks provided on the southeast side of the building. Students leaving the school campus on bicycles or mopeds must come to a complete stop when entering city streets. All bicycles, mopeds, & scooters should be provided with LOCKS. The school cannot be responsible for damage or theft of parts while bicycles or mopeds are parked in the racks. Students who violate safety rules on their bikes may be denied the privilege of riding their bikes to school. Anyone borrowing a bike, or doing damage to a bike, will be subject to disciplinary action.

Book Fees

Students pay an annual book fee. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. Students who have concerns about not being able to pay these fees can work out a monthly payment plan for the year with the office.

Buses and Other School District Vehicles

Buses are 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.

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

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 and juice.

Care of School Property

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

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.

Civil Rights Information

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)886-8434; Fax: (312)353-4888
TDD: (216)522-2540; E-mail: OCR.Chicago@ed.gov

Closed Campus

Camanche Middle School has a closed campus policy for the entire school day, including the lunch period. Students must have written permission from their parents to leave campus.

Computer—One to One Agreement

The district currently provides each middle school student with a school Chromebook. More information can be found on the district webpage regarding the One to One Agreement.

Corporal Punishment

The Camanche Community Schools prohibit the use of physical punishment as a form of discipline for students. This does not include physical contact between a student and a school employee that is reasonable and necessary for the control, training or education of a student.

Dances

School sponsored dances will be for the designated grades only for that specific dance. Students will not be allowed to re-enter once they have left the building. School district policies, rules and regulations apply to students during the dance. Students violating school district policies, rules or regulations will have their parents called and asked to leave the dance and school grounds with parents.

Definitions

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

Directory Information, Release of Personal Information

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 objection in writing to the principal. The objection needs to be renewed annually.

NAME, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS.

Dual Enrollment Students

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

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Electronic/Technological Devices

Cell Phones will not be allowed during the school day. Cell Phones should be placed in locker before school 8 AM and removed after school 3:20 PM. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

If you have any of these or other types of banned items in school with you:

First Offense: Your teacher will confiscate the item, turn it into the office and require that you pick it up after school.

Repeated Offenses: Your teacher will confiscate the item(s), turn it into the office and require that you check your phone in/out with office staff (each day) the entirety of the week that the phone was confiscated.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Middle School office, 259-3014, if the information on the emergency form changes during the school year. Also, there will be parent permission form for field trips for the school year.

Equal Opportunity Policy

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio and television stations and through the school announcement system listed below. The missed day may have to be made up at the end of the school year.

Radio - 97.X FM, 98.9 FM, KROS, KLNT, KRVR, KUUL
TV - KWQC, WHBF, WQAD

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification over radio and television stations that school has been dismissed.

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

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Curriculum Secretary in the Central Office at 259-3006.

Interferences in School

Students may not possess radios, televisions, game boards, water guns, toys and other similar items on school grounds or at school activities. The items are taken away from the students and will be returned at a later date.

Internet

Students may be able to access the internet if the district internet permission form (handed out at registration) is signed by both student and parent(s). It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Restricted Material - students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting

words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulation.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the consequences of school board policy. Please review 5-12 technology device agreement paperwork provided at the start of the year.

Jurisdictional Statement

Students are expected to comply with the school district's policies, rules and regulations. Students who fail to abide by the school district's policies may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include probation from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. School policy, rules or regulations are in effect 12 months a year.

Legal Status of Student

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

Library/Media Center:

Our MISSION is to provide students and teachers with the most up-to-date print and non-print resources available in order to become life long learners and contributing members of our community.

1. If your child checks out materials from the library, he or she is responsible for the care of the items. They should be kept in a safe place at home so that younger siblings or pets cannot harm these materials in any way. We suggest that the student keep the items in their backpack when not in use. That way, they are always in a safe place and available to return to the library when due.
2. If for some unfortunate reason the book or magazine is lost or damaged, then the parents need to get with the library staff so that they can pay for the lost item or damages. We do not accept books as payment for lost books. For example, if the district paid \$15.00 for the book that the student lost, then the parent needs to pay \$15.00 to cover the cost of the lost book. We do not ask that you pay for processing fees, shipping, or inflation costs...we only ask that you pay the district what they paid for that book.

3. If you pay for a lost book and then find the book, we will refund your money as long as the book is still in good condition.
4. Middle school students come to the library on an as needed basis. Students check out materials any time during the day as long as they have a pass from their teacher or study hall assistant. They must have their agenda with them to check out materials from the library.
5. Middle School students may have their books for two weeks and magazines for one week. They may renew their materials one time for an additional two weeks, or one week respectively. The student must bring the book or magazine into the library to renew it so we can scan the barcode which is located on the cover of the book or magazine.
6. We do not charge late fees at the middle school level.
7. If your child has overdue materials or outstanding fines, then he or she cannot check out any more materials until the overdue items are returned &/or their fines are paid.
8. Middle school students utilize a variety of resources in the library media center when doing research for a class assignment. They have access to the Internet, CD-ROM's, reference materials and special collections. Students use the computers to type assignments as well.

Lighters and Other Incendiary Devices

Students are not allowed to have in their possession lighters, matches or any other incendiary devices. Students who have these devices in their possession will be suspended and the object will be confiscated. Students who use the devices in a manner as to vandalize or damage school or personal property will also be suspended. If the devices are used to harm other students or cause significant property damage, the student will be suspended and may be brought before the board for expulsion. The decision to contact authorities will be made on a case-by-case basis.

Lost and Found

Articles found in the building or on the grounds should be turned in to the office. Also, persons are advised to come to the office for any lost articles.

Middle School Counseling Program

Our school counseling program addresses academic, career, and personal/social needs of students at the middle school level. The program is provided through guidance curriculum, responsive services, individual planning and system support.

The school counseling program is responsible for assisting students in their development and addressing student needs, such as self awareness, conflict management/problem solving, decision making, life planning, substance abuse prevention, relationships, coping strategies, sexual issues, tolerance/diversity, and educational planning. Every student needs sound emotional and social skills to achieve maximum benefit from the education program. The school counseling program is designed to assist students throughout their educational and life experience.

Money/Valuables

The carrying of large sums of money and valuable Items of any kind to school is strongly discouraged. If materials or cash are brought into the school, please check them in with the office, so they can be stored in the safe until taken home. If you have experienced a theft, please report it to the principal's secretary. Students are encouraged to contact their insurance carrier to see if theft loss is covered by the parents' policies.

Nondiscrimination

It is the policy of the Camanche Community School District not to discriminate on the basis of race, color, national origin, sex, 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, Carolyn Petersen, Camanche Middle School, 1400 9th Street, Camanche, Iowa 52730, Telephone: (563) 259-3014, Email: cpetersen@camanchebsd.org. Or, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-7204, Telephone: (312)730-1560, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

Office

The office is a place to pay fees, to buy lunch tickets, pay fines, purchase class materials, sign-up for activities (volleyball, field trips, etc.). Checks for more than the amount required (i.e. \$20.00 check to pay a \$1.00 fee) will not be cashed for the protection of the parents.

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 following current state law and guidelines. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Passing in the Hall

At every change of class there will be a large number of pupils going from one room to another. In order to keep the noise and confusion to a minimum, you are asked to:

1. BE COURTEOUS TO EACH OTHER WITH PROPER LANGUAGE.
2. SHOW RESPECT FOR YOUR FELLOW STUDENTS
3. MAKE THE CHANGE AS QUICKLY AND QUIETLY AS POSSIBLE
4. GO FROM ONE CLASS TO ANOTHER WITHOUT RUNNING OR PUSHING.

Physical Restraint

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object(s) within a student's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive student from class or any area of school premises or from school sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least five days before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Procedures for Students who are Transferring Schools

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 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 student's 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.

Profanity

The use of profanity at school will not be tolerated. Students using profanity in the school will be subject to the district's discipline plan.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal before 1st period.

School Day

Students may not be present on school grounds before 7:35 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Students involved in the morning breakfast program may be in the cafeteria at 7:35 a.m. Lunch is from 11:10-12:10 and unless students have principal permission to leave because of special circumstances, students are all expected to eat at school. We have a **closed lunch hour**.

School Fees

The school district charges fees for certain items, such as field trips, class materials and class dues. Students who have concerns about the fees should contact the principal.

Skateboard, Scooters, Bikes, & Rollerblades

No skateboarding, rollerblading or riding of bikes and scooters is allowed on school grounds during the school day.

Smoking & Other Tobacco Products

School district buildings, grounds & vehicles shall be off limits for smoking, vaping, electronic smoking devices and use of other tobacco products. This requirement includes all district personnel and visitors.

Student Lockers

Students' 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.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to a maintenance inspection, students are given 24 hours' notice.

There will be random times during the school year that drug dogs may be brought into the building for the purpose of locating illegal drugs and prescriptions.

Students ID Cards

At the beginning of the school year each student will be issued a photo ID card. The card must be presented at dances and athletic events. Replacement for lost ID cards will be done in the office. ID cards are not transferable.

Student Photographs

When photographs are taken during the school year for records and school memory book, students are not required to purchase their pictures.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass.

Students need a pass to leave study hall to go to another classroom for that period. The pass must be signed by that teacher before study hall class begins. You will not be able to leave study hall to get a pass or a teacher's signature.

Use of School District Facilities by Student Organizations

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

Visitors

Parents or other adults who have business at the school must report to the office. All visitors are expected to leave promptly when their business is completed. The Camanche CSD uses the Raptor system to scan a state issued ID as a background check for all visitors.

Withdrawing From School

Students should inform the office several days in advance, if possible. Book fines and fees owed will be subtracted from any money due the student. Transcripts of credit will not be forwarded if the student owes unpaid fees. Students should turn in assigned books to respective teachers before withdrawing from school.

Use of a Controlled Substance (drugs including alcohol) Other Than By Prescription

Camanche Community School District prohibits the use of possession of alcohol, other controlled substances, or "look alike" substances that appear to be alcohol or controlled substances, by students on school property or at any activities sponsored by the school on or off of school property.

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.

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

A. 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.

B. Possession - of a controlled substance means that a student has the same on his/her person or with his/her personal property. The student may have under his/her control such substance by placement of or knowledge of coupled with direct access to the same on school property or the property on which he/she is present by virtue of being under jurisdiction of school authorities.

C. 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 reasonable 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 distribution.

The following information describes what happens during the first offense. If additional offenses occur the Administrator will consult the Board Policy to continue to follow proper Protocol.

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 total of five (5) school days. Those days may be divided between out-of-school, in-school or Saturday 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/her parent/guardian, offer to complete an evaluation of the seriousness of the student's chemical abuse problem.

a. All financial responsibility for the evaluation lies with the student or parent/guardian.

b. The evaluation must be conducted by a certified chemical abuse treatment agency of the parent/guardian's choosing.

c. 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.

d. Parents/guardians are strongly encouraged to participate in the evaluation process.

e. 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.

f. If the student does not comply with the scheduled evaluation, the waiver will be lifted and the suspension shall be enforced.

4. The student will be suspended from activities in accordance with activity rules and regulations. The length of loss of eligibility will depend upon whether the student chooses either "2" or "3" of the above. (Refer to Building Level Student-Parent Handbooks.)

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/she remains enrolled in the Camanche Community Schools.

6. Upon return to school from assessment/evaluation, or in-patient or out-patient services, the building administrator may make available to the student a support group or other appropriate personnel to help the student deal with his/her substance problem.

Sale or Distribution of Controlled Substances: First Offense

1. The student will be automatically reported to local authorities.

2. The student's parent/guardian will be contracted and a conference required. The student will be suspended for ten (10) school days.

3. The student will be expected to complete a state certified chemical abuse evaluation with the results released to school officials to verify compliance. The parents/guardians 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 this purpose of recommending expulsion of the student.

5. A record of the incident will be kept in the student's file.

The Camanche Community School District hopes that this policy change 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 telling confidentially with a school official, counselor, teacher or coach 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.

Camanche Middle School Student Safety Anti-Bullying

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The Camanche Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the Board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

CONFLICTS

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

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant:

Are you filling out this form _____ for yourself or
someone else
(please identify the individual _____ if you are
submitting on
behalf of someone else):

Who or what entity do you _____ believe
discriminated against,
harassed, or bullied you (or _____ someone else)?

Date and place of alleged _____ incident(s):

Names of any witnesses _____ (if any):

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant _____
(include whether the
Complainant is a student
or employee): _____

Date and place of alleged
incident(s): _____

Description of incident witnessed: _____

Additional 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 COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant _____
(include whether the
Complainant is a
student or employee): _____

Date and place of
alleged incident(s): _____

Name of Respondent _____
(include whether the
Respondent is a student
or employee): _____

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: _____

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies rules and regulations, may be reported to law enforcement officials.

No Smoking or Use of Tobacco

Students who smoke or use tobacco on any part of the school grounds at any time or while representing the school at school activities will be placed on suspension (three (3) days for middle school and high school students). Students should not have in their possession or in their locker any smoking or chewing tobacco. Teachers and administrators will take tobacco products from students. These materials will not be returned to the student.

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

Students may also be required by the school to attend an at-risk assessment meeting before resuming classes.

Tornado Drill

During a tornado drill everyone will pass to the area specified by the map posted in each classroom. Stand facing in a northwest direction, covering your head with your arm or books to protect your head and face. Remain in this position until the drill or the emergency is over.

Weapons Policy

The Board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. For purposes of this policy, the term "weapons and other dangerous objects" shall include any instrument designed or intended to be used in either offensive or defensive combat.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects shall be taken from students and others who bring

them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent may recommend this expulsion requirement be modified. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive or other propellant, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas: bomb, grenade, rocket, missile, or similar device.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Camanche Middle School

Health & Wellness

Asbestos 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 the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

Communicable and Infectious Diseases

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

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. Parents who have questions should contact the nurse's office at 259-3014.

Medication

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 medication at school.

Guidelines:

1. All medications must be kept in the health office and taken under adult supervision unless otherwise offered by a physician.
2. Written parent permission will be required before OTC medications will be administered.
3. 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.
4. 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.
5. Students who are currently taking medications 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.
6. **Only non-prescription strength Ibuprophen/Tylenol (up to 10 doses for the school year) may be administered by school staff.** After that time, a physician order is required.
7. 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.
8. 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.
9. 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.
10. Parent's may choose to directly administer other OTC medication themselves, if them feel it is necessary.

****Please note that over-the-counter medications will not be given to students during class time unless absolutely necessary. Over-the-counter medications need to be taken between classes.****

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics (including cheerleading) are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse. Physicals are good for one calendar year.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher, the nurse, 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.

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 Administrative Office at 259-3000.

Student athlete parents must sign a form from the “Student Athlete Guidelines 1994-95” handbook stating: 1) I am insuring my student under the student assurance service plan; or 2) We do not wish to purchase the school insurance. We, the undersigned, feel we have adequate insurance for our son/daughter while practicing or participating in interscholastic sports, or other school sponsored activities.

Camanche Middle School

Academic Information

Achievement Expectation

The student's job is to come to school, do what is expected of them in classes, and to receive a passing grade. Staff members will work closely with students and parents to address special learning needs of students encountering difficulty in a particular class or classes.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within three weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade. Parent - Teacher Conferences are set-up during first and second semester.

Grading & Homework Guidelines

Camanche Middle School teachers expect students to work to their fullest potential. Using established guidelines, teachers gauge a student's academic progress and the effort expended on individual studies throughout the year. This progress is recorded quarterly in the form of a report card, which is mailed home.

All families are encouraged to sign-up for Parent Portal. Parent Portal allows parents to see their student's grades on a weekly/daily basis. Forms are available in the middle school office for parents who wish to sign-up for this service.

Grading Scale

Teachers of core subject areas (Literacy, Math, Science and Social Studies) as well as Physical Education will be using the same grading scale in grades 5 through 8. This provides a consistent grading scheme to all subjects, even those subjects that have multiple instructors.

| | | | |
|-------|----|-------|----|
| 100 | A+ | 79-78 | C+ |
| 99-92 | A | 77-72 | C |

| | | | |
|-------|----|-------|----|
| 91-90 | A- | 71-70 | C- |
| 89-88 | B+ | 69-68 | D+ |
| 87-82 | B | 67-62 | D |
| 81-80 | B- | 61-60 | D- |
| | | 59-5 | F |

Make Up Work

A student who has an excused absence is allowed two days for each day missed to turn in make-up. Students are responsible for arranging to make-up school work with their teacher.

When a student knows in advance they will be absent, it is to their advantage to obtain advance make-up school work. The teacher may desire work to be done before the absence occurs and have the work completed when returning back to school.

Plagiarism

Plagiarism occurs when you present material as though it is your own when it actually comes from someone else. If you plagiarize, you steal another person's ideas about a subject, his method of organizing or presenting ideas, or the actual work itself.

Plagiarism should be avoided in oral presentations, written work, and other media. If you plagiarize written material, you have used the exact words of your source, your works, or both.

To avoid plagiarism in classroom and homework, always do your own work so you can show your knowledge of the material and your skill in organizing it. If you want to work with another person, first seek your teacher's approval. To avoid plagiarism in research projects, carefully acknowledge your source (author and text) for each idea that is not your own.

Plagiarism is a serious offense, warranting harsh penalties. Discipline in cases of plagiarism will be determined by the principal and/or the teacher.

Standardized Tests

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

Summer School & Retention Policy

Any student who has consistently performed poorly and future success is a concern, will be required to take that class again during summer school. If a student fails to come to summer school to get the basic necessities needed for moving forward in that class for the following year, they will have to repeat that course at the beginning of the next school year.

A student who fails three or more of the core classes consecutively for two quarters becomes a candidate for retention. Before retention is decided the following considerations will be made:

Summer School Participation
Ability
Special Needs
Previous Retention

Attendance
Attitude and Motivation of Student
Cooperation of Student & Parent

There may be alternatives to look at before retention. They may include:

- Summer School
- Repeat of a Specific Course
- Success Coordinator
- Referral for Special Services
- Professional Tutoring

The final recommendation to the Board of Education on the specific requirements for promotion shall be the responsibility of the Middle School Principal.

Intervention Team

The Camanche Middle School Intervention Team consists of the Principal, School Counselor, and several staff members who meet weekly to discuss academic and social problems that our students may be having. Students are referred to the Intervention after the teacher has tried multiple interventions and has spoken to the parent at least once. The purpose of the Intervention Team is to identify those students who are struggling and help them find success.

Parents may be called and asked to come in and have a meeting with the Intervention Team and parents are also encouraged to call and ask for a member if they have any concerns as well.

Camanche Middle School

Extra- Curricular Activities

Activities/Activity Rules

All students involved in co-curricular activities come under the rules and regulations outlined in the Activities Handbook. Parents and students involved in activities should ask for this booklet if they do not receive one from a coach or a sponsor. This book outlines eligibility guidelines as well as the benefits of participation in co-curricular activities. Please read it carefully.

Eligibility for Seventh and Eighth Grade Extra-Curricular Activities

All Seventh and Eighth grade students are eligible to participate in extra-curricular activities; however, a student may be declared Ineligible for the following reasons:

1. **Grades: Student-athletes may not have a failing grade in a week's rotation.** Grades will be turned in to the principal by Monday morning, 7:45 AM. Those failing will not participate the following Mon-Fri. Exemptions to the grade rule can be made for students with special circumstances as deemed by the coaches and at the final discretion of the building principal. Grades will not be calculated during the first several weeks of a quarter.
2. Misconduct while participating in an extra-curricular activity.
3. Failure to attend practices or meetings for that activity.
4. Athletes are ineligible if they do not have a current doctor's certificate fitness and a current insurance release on file in the office.
5. Students who are removed from class due to behavior may not get to participate. Students who are removed from class often may be removed from the activity completely.
6. A student must be in attendance the full day of that activity unless the Principal excuses him or her. Athletes are ineligible to participate in practices or contests on any day that they have been excused from physical education.
7. All students are ineligible to participate or be spectators at school-sponsored events during a period of suspension.
8. No Middle School Student is allowed to participate after he/she has reached the age of 16 years. No student may participate in Middle School athletics for more than two (2) years with the exception of summer sports.
9. **In-School Suspension:** Student-athletes assigned to in-school suspension are not eligible to attend and/or participate in activities that are scheduled for that calendar day.
10. Students who have been suspended from school for violation of school rules on alcohol, drugs, tobacco or illegal conduct, or are found to be in violation of the Camanche Community Schools Good Conduct Code will be subject to the consequences listed in that Code.
11. Ineligible students will not travel with the team to away events.

Handbook for Student Athletes

The Camanche Community School District's Board of Education, administrators, faculty, and coaches believe that co-curricular activities provide opportunities for students that cannot be found in the

academic classroom. Co-curricular activities are an important part of the growth process; however, they must be coordinated with the general instructional program.

Primary emphasis should be placed on attaining academic skills. Representing the Camanche School District is a privilege, and as such, participation in and commitment to an activity should be taken seriously.

This handbook is available at the Athletic Director office in the High School. The Athletic Director contact number 259-3008.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations are:

| <u>Grades</u> | <u>Organizations</u> |
|---------------------------------------|----------------------|
| All | Band |
| * 7th & 8th | Basketball |
| 5 th -8th | Student Council |
| 6th, 7th & 8th | Chorus |
| * 7th & 8th | Football |
| * 7th & 8th | Track |
| * 7th & 8th | Volleyball |
| * 7th & 8th | Wrestling |
| * 6 th & 7 th | Softball |
| * 7 th and 8 th | Cross Country |
| 5 th -8th | Drama |

The above athletic activities that are (*) asterisked requires a proof of physical examination prior to the start of that activity.

Student Council

The Student Council of Camanche Middle School represents the entire student body.

The purposes of the Student Council are as follows:

1. Promoting and developing a wholesome and active school spirit.
2. Promoting harmony among the student body.
3. Giving such aid and support as needed to school clubs & organizations.
4. Promoting positive student-faculty relations.
5. Promoting Good Sportsmanship.
6. Encouraging good conduct and speech in our school.
7. Working for the betterment of the student body.

**Camanche
Middle School
Discipline Rights
& Responsibilities**

Philosophy of Rights and Responsibility

It is the desire of the Board of Education, administration and staff that students develop the skills for successful and satisfying living in a democratic society.

We believe education proceeds effectively with fair, consistent discipline. Positive discipline promotes the development of self-discipline and problem solving techniques as lifelong skills. It creates a safe climate conducive to the learning process and free from unnecessary disruptions.

The opportunity for obtaining an education is guaranteed to every student; however, there are inherent responsibilities on the part of the students to conduct themselves in a manner that: 1) recognizes the objectives of the instructional program; 2) contributes to the learning process by active and positive participation through regular school attendance; 3) recognizes the authority of school personnel for maintaining a climate in which academic and personal growth can take place; and 4) respects the educational and personal rights of others.

All rights and responsibilities must be clearly understood and should be protected without consideration of race, color, creed, sex, religion, age or disability.

District Discipline Plan

It is the Parent's/Guardian's right to:

expect their child to be attentive and productive in school.

have their children attend school until graduation or they are legally discontinued.

have district representatives recognize primary objective is the development of all children to their maximum potential.

have district establish, publish, and make available for review its policies, procedures, codes and regulations.

inquire into the facilities, environment, curriculum, and qualifications of persons entrusted with the education of their the extent permitted by law.

offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures,

Responsibility to:

promote readiness for learning by assuring their child adequate food, proper clothing, shelter and supervision.

promote and ensure regular attendance of their children.

support fully the district efforts in that their providing for a sound and successful educational program

become informed and advise their children about district policies, procedures, regulations and codes.

become personally acquainted with those directly responsible for educating their children and attend parent/guardian-children to teacher conferences.

seek in a responsible manner changes in areas with which they are dissatisfied and work positively through appropriate

codes and regulations.

be advised of and fully discuss their child's progress and/or learning and/difficulties.

It is the Parent's/Guardian's right to:

be advised of and fully discuss disciplinary difficulties encountered by their children and to have discipline fairly and consistently enforced in accordance with district/school policies and procedures.

expect that their children be provided educational materials and facilities needed to complete the prescribed course of study at a reasonable cost.

expect school to be a safe place.

have access to student records in accordance with state/federal law.

expect an environment that is conducive to learning and free from prejudice.

It is the student's right to:

be successful with academic and personal achievement.

receive a fair and appropriate education until graduation or legally discontinued.

participate in an educational environ-

channels.

respond in a positive and helpful manner when advised of their child's progress or learning difficulties.

Responsibility to:

promote respect for district/school personnel and their position of authority by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by their children.

provide pens, pencils, notebooks, and other materials associated with daily needs and make reimbursement for the loss and/or damage to district/school property caused by their children.

actively support and participate in procedures that provide a safe and secure educational environment.

support and adhere to all Camanche Community School District procedures pertaining to any and all student records in accordance with state/federal law.

respect rights of teachers, students, classified employees, administrators, and all others who are involved in the educational process to ensure a positive learning climate.

Responsibility to:

continually strive to advance to the highest degree possible by attending all classes, meeting all academic requirements and standards, and taking full advantage of all educational opportunities.

be on time and attend all school/classes daily.

respect rights of teachers, students,

ment that is conducive to learning and free from prejudice.

It is the student's right to:

obtain professional guidance concerning personal/social issues, educational requirements and career opportunities.

obtain a quality education and participate in the school program.

provide input in making decisions affecting school life and activities.

be informed of learning or behavioral difficulties and be involved in the development of an improvement plan.

regulate his or her own appearance within the bounds of common decency, modesty, and safety.

express a personal opinion(s) as long as the expression does not mock, demean, threaten or ridicule other persons or groups.

express opinions and ideas in a democratic manner.

distribute and display printed materials, yet students must abide by reasonable rules and regulations in this regard.

classified employees, administrators, and all others who are involved in the educational process to contribute a positive learning climate

Responsibility to:

be in contact with the professional staff concerning personal problems, educational requirements or opportunities, and/or career plans.

pursue and complete courses of study prescribed/required by the state and local authorities; make selections based upon interest, or need.

utilize appropriate channels for expressing ideas and/or opinions.

make a conscientious effort to follow the improvement plan.

see that such style of dress or expression is not lewd or obscene, and does not promote chemical substances or alcohol and does not directly deprive someone of his/her access to an education.

recognize that profanity, whether oral, written or by gesture, may be offensive to others and would not be appropriate.

not disrupt the learning process or deny other students their access to an education by their expressions.

Within the scope of expression itself, students maintain the responsibility to adhere to acceptable standards of journalism which emphasize literary value, newsworthiness and propriety.

clearly identify the author and must assume responsibility for the content of such material. Such expression should not

be provided with a review of charges relating to possible disciplinary action

It is the student's right to:

that may include suspensions and/or expulsion in accordance with district procedures for due process.

expect anonymity to the extent legally possible when circumstances require giving information in disciplinary cases involving others.

be provided access to educational materials and facilities.

expect school to be safe place.

expect that the content of any course will be consistent with the description stated in the adopted curriculum guide.

receive credit for courses they have successfully completed in other school districts which may not have identical titles but are similar in content.

receive additional assistance from the teacher which will help him or her in the course.

have professional interpretation of all of the information in his or her cumulative folder and to expect the teacher not to use such records in a detrimental way. A student also has the right to have placed in

his or her folder any documents which may refute, rebut, or clarify the material therein contained.

interfere with the educational program or present a safety or health hazard. The students may not use obscenities, slanderous or libelous statements.

be aware of all rules and regulations concerning student behavior and the

Responsibility to:

consequences for misbehavior, and conduct oneself accordingly.

volunteer information and cooperate with school staff in disciplinary cases.

provide reasonable care for said educational materials and facilities and make reimbursement for the loss and/or damage to district property.

assist school staff in maintaining a safe school.

come to class with all necessary working materials and to display a productive effort toward that course.

have written documentation from forwarding school indicating successful completion of such a course.

seek additional help within the teacher's working day and to complete all class work within a prescribed amount of time.

recognize and accept the need to maintain a cumulative folder to be used in furthering that student's education.

be informed of the teacher's grading criteria and the importance of various class requirements.

participate in/try out for extracurricular activities of the school.

It is the student's right to:

enjoy the privilege associated with participation in the co-curricular offerings for which the student may qualify.

be protected from illegal search and seizure by either law enforcement officials or school administrators.

expect the school to refuse admittance to or to remove any unauthorized persons from the building.

It is the principal's right to:

expect full support and compliance of the staff, students and other personnel with all district guidelines, rules and regulations.

expect a positive learning environment that facilitates self-discipline and encourages academic success.

establish, with the assistance of teachers, students, parents/guardians and other personnel, building level procedures,

meet the class requirements.

know the responsibilities for and restrictions of that activity and maintain acceptable academic, behavior and citizenship standards.

Responsibility to:

qualify under eligibility requirements and adhere and respect the rules and regulations set forth by the state and local officials.

not have in their possession or locker any stolen materials, drugs, alcohol, lewd lewd or obscene materials or other objects which might endanger themselves or others.

Lockers and other school properties are loaned to the pupils for their use by the Board of Education and are subject to inspection by the administrators anytime there is reasonable cause and it is deemed necessary for the safety and welfare of the pupils and the school. It is desirable that students be present at inspection time.

discourage non-students from entering school property without expressed permission the school's administrators.

Responsibility to:

administer the school according to statute and the policies of the Board of Education. Provide a district student's rights, responsibilities and discipline handbook to all staff, parents/guardians.

create and maintain a positive school atmosphere with the aid of students, staff, parents/guardians.

implement, communicate and enforce the established procedures, rules, and regulations with the objective of creating a

rules and regulations.

enlist parental/guardian and teacher assistance to carry out necessary disciplinary measures including, but not limited to, detention, revoking privileges, removing a student from class, in-school suspension, suspending, or recommending expulsion from school.

It is the principal's right to:

expect the staff to use appropriate disciplinary measures.

manage all building/unit personnel and establish schedules to aid in the supervision of students.

assess and collect from students of their parents money for restitution of damage to school property in the manner and to the extent allowed by law.

expect parents/guardians to respond in a positive helpful manner when informed of learning or behavior difficulties encountered by the student.

administer the school in an atmosphere free from threats, intimidations, harassments, or prejudices.

expect maximum educational benefits for all students.

schedule appropriate activities that alter the normal class time.

dress in an appropriate manner.

It is the teacher's right to:

positive learning climate and fostering self-discipline.

support the staff in the reasonable enforcement of policies, rules, and regulations with the objective of creating a positive learning climate and fostering self-discipline.

Responsibility to:

assist the staff in identifying appropriate disciplinary measures.

ensure that supervisory needs are met, and that staff assignments are fair and reasonable.

ensure that Board policy and administrative procedure are followed and enforced.

advise and fully discuss in a positive manner with parents/guardians learning and/or behavior difficulties encountered by the student.

support an atmosphere free from threats, intimidations, harassments, and prejudices.

administer the school's resources in order to offer maximum educational benefits for all students.

ensure that allocated class time be as free as possible from outside interruptions so that

academic learning time is maximized.

dress to meet reasonable standards to maintain health and safety in a non-disruptive atmosphere and be a positive and influential role model.

Responsibility to:

teach in a positive atmosphere free from threats, intimidations, harassments, or prejudice.

develop personal and professional skills.

expect due process procedures to be in effect at all times.

It is the teacher's right to:

receive the support of the Board of Education, school district personnel and principal in establishing a positive learning environment while implementing the curriculum.

provide input for the development and enrichment of the school district curriculum.

assist in the selection of instructional materials for Board adoption.

identify necessary and appropriate supplemental materials.

use supplementary materials which are consistent with curricular objectives and philosophy; consult with building administrators on materials which may be controversial.

assist in the formulation of guidelines, rules and regulations adopted to enforce the district policies and building procedures.

carry out appropriate disciplinary measures consistent with the guidelines, rules and regulations adopted to enforce the district policies and building procedures.

receive guidance and/or support from other members of the professional team in the disposition of behavior referrals, and be informed of action proposed or taken.

support an atmosphere free from threats, intimidations, harassments, and prejudices.

utilize appropriate opportunities for personal and professional growth.

support and utilize guidelines, rules and regulations that pertain to individual rights and due process.

Responsibility to:

exercise professional knowledge and skills in teaching the district curriculum.

implement, evaluate and enrich the established district curriculum for maximum benefits to all students.

utilize the adopted instructional materials.

notify appropriate personnel relative to those supplemental needs.

develop and adhere to the guidelines, rules and regulations that have been developed by the staff to enforce the district policies and building procedures.

establish classroom disciplinary measures consistent with the guidelines, rules and regulations.

explore and utilize appropriate corrective measures before making referrals and support the disposition.

intervene and restrain, if necessary, students involved in conflict.

support an atmosphere free from threats, intimidation, harassments and prejudices by employing appropriate corrective measures.

be informed if the teacher's professional judgment is questioned.

present his/her view if the teacher's professional judgment is questioned.

It is the teacher's right to:

Responsibility to:

have access to all adopted policies and administrative procedures and receive appropriate training in such.

become familiar with district adopted policies and administrative procedures.

express personal and/or professional opinions.

express opinions in a professional non-slanderous manner; seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.

expect students and parents or guardians to respond in a positive, helpful manner informed of learning or behavioral difficulties encountered by the student.

make timely contact by telephone, letters, or other appropriate methods of communication to advise and fully discuss in positive manner with students and parents or guardians learning or behavioral difficulties.

dress in an appropriate manner.

dress to meet reasonable standards to maintain health and safety in a non-disruptive atmosphere and be a positive and influential role model.

teach in an atmosphere free from unnecessary interruptions that impact the scheduled teaching time.

maximize the use of time in their teaching appropriate learning activities that ensure student success.

Below are listed behaviors which tend to conflict with the educational program or interfere with the welfare of students, staff members or special guests. In addition, possible consequences are listed to resolve those discipline problems. The lists are not all inclusive. Other violations of school rules will be judged according to their severity and intent. Discipline in those cases will be in proportion to the gravity of the offense.

LEVEL I: TEACHER DIRECTED OPTIONS AVAILABLE:

Student/Teacher contact or

Student/Counselor/Teacher contact

| | | |
|--|-------|--|
| 101 Breaking established school or classroom rules and/or procedures | L-I-1 | Verbal or written communications |
| 102 Minor defacing of school property | L-I-2 | Teacher detention in room or other teacher operated actions. |
| 103 Disrespect toward teachers and/or other adults | L-I-3 | Parent call or written letter |
| 104 Minor damaging of personal property | L-I-4 | Conference (Teacher, Student, and/or Counselor) |
| 105 Engaging in verbal abuse (student to student) | L-I-5 | Restitution where applicable |

**LEVEL I: TEACHER DIRECTED OPTIONS AVAILABLE:
Student/Teacher contact or
Student/Counselor/Teacher contact**

| | | |
|--|-------|---|
| 106 Using threatening actions and/or words towards peers | L-I-6 | Contract between teacher/ counselor and student |
| 107 Behaving inappropriately during school assemblies | | |
| 108 Using abusive/obscene language and obscene gestures toward their peers | | |
| 109 Running anywhere within the school | | |
| 110 Horseplay or scuffling | | |
| 111 Cheating or Lying | | |

**LEVEL I: TEACHER DIRECTED OPTIONS AVAILABLE:
Student/Teacher contact or
Student/Counselor/Teacher contact**

| | | |
|---|--|--|
| 112 Dressing in a manner disruptive to the educational process or health and safety | | |
| 113 Bringing pornographic materials to school | | |
| 114 Plagiarizing, copying and/or forging | | |
| 115 Exhibiting inappropriate familiarity | | |
| 116 Unauthorized electronic devices | | |

**LEVEL II: ADMINISTRATOR DETECTED OPTIONS AVAILABLE
Principal/Teacher/Counselor/Student**

| | |
|---|-----------------------------|
| 201 Unexcused tardiness | L-II-1 Verbal Corrections |
| 202 Truancy | L-II-2 Detention |
| 203 Insubordination | L-II-3 Removal from class |
| 204 Throwing or propelling objects by hand or methods | L-II-4 Student Contract |
| 205 Using threatening actions and/or | L-II-5 Parent contact |
| 206 Profanity | L-II-6 Restricted student |
| | L-II-7 In-school suspension |

**LEVEL II: ADMINISTRATOR DETECTED OPTIONS AVAILABLE
Principal/Teacher/Counselor/Student**

| | |
|---|---|
| 207 Leaving school grounds during the day without authorization | L-II-8 Referral |
| 208 Fighting | L-II-9 Short term/out of school suspension |
| 209 **Affrays | L-II-10 Saturday suspension |
| 210 Minor stealing/theft | L-II-11 Police Contact |
| 211 **Larceny | L-II-12 Restitution where appropriate |
| 212 **Robbery | L-II-13 Appropriate administrative actions at the elementary, middle or high school level |
| 213 Chewing of tobacco/smoking | |

**LEVEL II: ADMINISTRATOR DETECTED OPTIONS AVAILABLE
Principal/Teacher/Counselor/Student**

| |
|--|
| 214 **Major defacing of school property/ malicious mischief |
| 215 Major defacing of personal property |
| 216 Improper conduct on school transportation vehicles |
| 217 Driving bikes or mopeds recklessly on school property |
| 218 Improper activity at school sponsored activities |

- 219 **Extortion
- 220 Gambling
- 221 **False alarms/malicious threats
- 222 Criminal trespassing
- 223 **Malicious use of telephone
- 224 **Unlawful assembly
- 225 **Disturbing public assembly

**LEVEL II: ADMINISTRATOR DETECTED OPTIONS AVAILABLE
Principal/Teacher/Counselor/Student**

- 226 ***Failure to complete suspensions (1st and 2nd occurrence)
- 227 Repeated violations of Level I offense
- 228 Gang or gang related activities

- ** Indicates police may be contacted
- *** 1st Occurrence -one-three days suspension
- *** 2nd Occurrence - five day out-of-school suspension

**LEVEL III: ADMINISTRATOR DIRECTED OPTIONS AVAILABLE
Parent/Student/Administrator/Teacher**

- | | | |
|-----|--|---|
| 301 | Repeated violations from Levels I, II | L-II-1 Repeated actions from Level II |
| 302 | **Assault | L-II-2 Detention |
| 303 | Using or coming to school or school sponsored activities under the influence of any substances that appears on the district substance abuse list | L-II-3 In-school suspension L-II-4 Out-of-school suspension |
| 304 | **Distributing, or selling drugs, narcotics, hallucinogenic substances, and/ or intoxicating beverages on campus or at school related activities at home or away | L-II-5 Reduce schedule L-II-6 Referral L-II-7 Restitution where appropriate |
| 305 | Engaging in conduct likely to result in substantial disorder or invasion of the rights of others | L-II-8 Restricted student L-II-9 Police contact |
| 306 | **Committing arson and/or setting fires | L-II-10 Alternative program |

L-II-11 Referral to Level IV or V

- 307 **Possessing or using firearms, explosives, pepper mace and/or other dangerous items or weapons
- 308 **Any threatening or physical act to any school personnel
- 309 **Failure to complete Saturday suspensions (3rd occurrence)

** Indicates police may be contacted

**LEVEL III: ADMINISTRATOR DIRECTED
Parent/Student/Administrator/Teacher**

OPTIONS AVAILABLE

** 3rd Occurrence - ten day out-of-school suspension and appear at a Board Committee meeting with the committee's recommendation to the full Board for action.

**LEVEL IV: CENTRAL OFFICE DIRECTED
Central Office/Administrator/Parents/
Student**

OPTIONS AVAILABLE

401 Repeated violations from Level III

L- IV-1 Immediate suspension

L-IV-2 Conference with interested parties

L-IV-3 **Recommendation to Board of Directors for possible long term suspension hearing

L-IV-4 Immediate referral to Level V

**LEVEL V: SCHOOL BOARD DIRECTED
School Board/Central Office/Administrator/
Parent/Student**

OPTIONS AVAILABLE

501 Repeated violations of Level IV

L-V-1 Expulsion hearing/Board of Education

STUDENT CODE OF CONDUCT AND SPAN OF CONTROL

The Camanche Community School District has jurisdiction over its students during the regular school day and while students are traveling to and from school by district provided transportation. This jurisdiction includes any activity during the school day held on school grounds, attendance at any school related activity or is related to regulations concerning eligibility for co-curricular activities regardless of

time or location. Incidents of student behavior which occur off school property and do not grow out of school-sponsored activities and are not related to eligibility policies are not the responsibility of the school or its authorities, but the school may counsel and assist with students who are in difficulty in whatever way possible. However, if school administrators can show that the student's actions have a direct immediate effect either on school discipline or on the general safety and welfare of students or staff, a student may be disciplined for behavior which occurred away from school. Areas in which disciplinary control of pupils is to be exercised are as follows:

- A. While on school premises.
- B. While on school-owned and operated school buses or on chartered buses supervised by school personnel.
- C. In order to justify disciplining a student for behavior away from school, school administrators must have reason to believe that the student's actions have a direct immediate effect either on school discipline or on the general safety and welfare of students or staff. Furthermore, the school must be able to show that the discipline is reasonably related to the goals and objectives of the Camanche Community School
- D. Vulgar or extremely inappropriate language or conduct directed to a staff member may be grounds for suspension if the language or conduct has a direct impact on the teacher or principal's ability to maintain order in school.
- E. Student-athletes or other activity participants may be ruled ineligible to participate by the principal or designee if a student is discovered under the influence of, possessing, acquiring, delivering or transporting controlled substances during the season of competition or even out of season, but during the school activity year. That student may not be suspended from school for activities that are illegal or improper if there is no direct impact upon the management of the school. Those students will be referred to an inter-school agency, school counselor or support group for further referral and follow up.

It would be pointed out that parents of pupils are responsible for the action and conduct of their children on-and-off school premises at all times. Other agencies, such as the Police Department, Juvenile Department and the courts, as well as other community agencies, have responsibilities, either defined by law or by purpose of the agency, to assist juveniles whenever possible.

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

- * breaking 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 cafeteria
- * exhibiting inappropriate familiarity
- * 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 and obscene gestures
- * fighting
- * bringing pornographic materials to school
- * plagiarizing, copying, and/or forgoing school work
- * leaving campus during school day without permission
- * driving recklessly on school property
- * engaging in verbal abuse
- * gang related activities
- * stealing
- * behaving inappropriately during school assemblies, games, on the bus, and at other school sponsored activities
- * truancy
- * committing arson
- * possessing or using firearms, explosives, and/or other dangerous items or weapons
- * using, distributing, or selling drugs, narcotics, hallucinogenic substances, and/or intoxicating beverages on campus
- * coming to school or school sponsored activities under the influence of any substance, and/or intoxicating beverages on campus
- * using threatening actions and/or words towards others
- * engaging in conduct likely to result in substantial disorder or invasion of the rights of others
- * conduct which materially and substantially disturbs or interferes with the orderly, efficient and disciplined atmosphere of the school or school related activities
- * documented conduct detrimental to the best interests of the school district
- * refusal to conform to school policies, rules or regulations
- * refusal to comply with directions from teachers, administrators or other school personnel
- * breach of discipline

BREACH OF DISCIPLINE

Conduct which materially and substantially interferes with the educational process will be considered a breach of discipline.

- * Conduct which materially and substantially disturbs or interferes with the orderly, efficient and disciplined atmosphere of the school or school related activities.
- * Documented conduct detrimental to the best interests of the school district.
- * Refusal to conform to school policies, rules or regulations.
- * Refusal to comply with directions from teachers, administrators or other school personnel.

Selected definitions of disciplinary terms:

Abusive/obscene language - the act of using loud or profane language in verbal or written form or in pictures, caricatures or gestures.

Affrays - there may be an affray when two or more persons engage in any fight or violence toward each other in any angry or quarrelsome manner in any public place to the disturbance of others.

Arson - the willful and malicious burning of, or attempt to burn any part of any building or property of the Camanche Community School District.

Assault - any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive coupled with the apparent ability to execute the act. Intentionally pointing any firearm toward another person or displaying in a threatening manner any dangerous weapon toward another person. (Code of Iowa 708.1)

Criminal Trespassing - non-authorized persons (intruders) should not be in the building or on the school premises at times without authorization of the building administrator. Teachers are obligated to inform the administrator of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

* Unauthorized persons may be:

1. Students not assigned to that specific building
2. Any person not an employee of the Camanche Community School District.

* School administrators should quote the trespass law and may enlist the aid of Police Department to remove unauthorized persons.

* Procedures developed for dealing with unauthorized persons and/or civil disturbances shall be determined by the principal and his/her staff for that building within the established Board Policy.

* Procedures dealing with unauthorized persons should be reasonable and should be non-discriminatory and non-arbitrary in their operation.

Defacing of School Property/Malicious Mischief - the willful destruction or injury of any building or fixture, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture or fixtures.

Discipline - a system of rules and regulations that governs the conduct of the teacher and the student to allow for effective interaction so that learning can take place.

Disturbing Public Assembly - a person disturbs the public assembly whenever he makes or excites any disturbance at any public meeting or other place where citizens are lawfully assembled. There must be a threat of immediate violence.

Disrespect - to insult, call derogatory names, dishonor, or in any manner abuse verbally or in writing any member of the school staff or student body.

Electronic Devices - bringing radios, tape recorders, "beepers" or other battery or electronic materials to class without authorization.

Extortion - the act of borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

Gang Related Activities - to display "colors", symbols, signs, signals, etc.

Hazing - to harass, ridicule or criticize others in an unnecessary or disrespectful manner, such as initiation into a school club or activity.

Horseplay - rough or boisterous play that disrupts the efficient and disciplined atmosphere and operation of the school.

Improper Conduct on School Transportation - refusal to conform to the rules and regulations, profane or obscene language or loud and boisterous conduct that disturbs the orderly operation of the bus.

Inappropriate Familiarity - touching, kissing or making bodily contact with someone in a lewd manner.

Insubordination - the willful failure to respond or carry out a reasonable request by authorized school personnel.

Larceny - larceny is taking of the property of another with the intent to permanently deprive the owner of useful enjoyment.

Malicious Mischief - this includes malicious injury, defacing or destruction of any building or fixture, and includes the willful writing, making marks, drawing characters, etc, on walls, furniture, and fixtures.

Malicious Threats - the 62nd General Assembly, in Chapter 412, promulgated an Act making the conveyance of threats or false information concerning the placement of bombs a felony. Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement or an attempt being made or to be made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school...shall be guilty of a felony. Further, any person who willfully makes any threat to any person to place or attempt to place any bomb or another explosive or destructive substance or device in or upon the premises of any school...shall be guilty of a felony.

Malicious Use of the Telephone - Chapter 416 of the Acts of the 62nd General Assembly makes it unlawful for any person to telephone another and use any obscene, lewd or profane language, or threaten to inflict injury or physical harm to the person or property of the person.

The use of obscene, lewd or profane language or the making of a threat or a statement as set forth in Chapter 416 shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend.

Obscene Gestures - the use of hands, arms or body to communicate profane or lewd ideas or language with the intent to harass, annoy, threaten, or offend.

Plagiarizing - to steal or represent the ideas, words or assignments of another as one's own. Copying of materials directly without crediting the source of the information.

Pornography/Pornographic Materials - the depiction of sexual behavior (in writing or pictures) that is intended to create sexual excitement.

Profanity - a person may be prosecuted for using profanity when the use of obscene language publicly disturbs the peace and quite.

Propelling Objects - the use of rubber bands, straws or any other means to help force an object into the air which may be harmful to either school property, staff or students.

Robbery - robbery is the taking of property of another by force.

Scuffling - acts, words, or deeds which tend to disrupt the normal educational process of the school. (See Horseplay)

Stealing/Theft - the act of taking or acquiring the property of others without their consent.

Substantial Disorder - any acts, words or deeds which encourage fighting, demonstrations, or protests that disrupt the normal educational process. This might include “gang” activity within the schools or unlawful assemblies.

Truancy - any child over six and under sixteen years of age, in proper physical and mental condition, who fails to attend school regularly without a reasonable excuse for absence, as provided in the Code of Iowa, shall be deemed to be a truant. Truancy is the act of unauthorized absences from any portion of the day from school, class or study hall. Students must attend at least 148 days of school with a minimum of 37 days per quarter or be considered truant unless an acceptable excused absence is presented. (502.4) If the student or parent, guardian, legal or actual custodian refuses to accept the school’s attempt to assure the child’s attendance in school, the student shall be referred to the county attorney for mediation or prosecution.

Unlawful Assembly - there is an unlawful assembly when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others.

Definition of Consequences:

In cases where disciplinary action is determined, it is the responsibility of the parent or person in charge of the student to provide transportation to and/or from the attendance center if prior notice of the disciplinary action has been given to the parent or person in charge of the student. Prior notice is defined as least 24 hours plus publication in the attendance center handbook which is distributed to all students at registration or student’s first day of classes.

Detention/Staying After School - an additional supervised study period assigned to a student either before or after school to reconcile for disturbing or disruptive behavior, truancy, violation of school rules, or other behaviors which are detrimental to the welfare, safety or morals of students, teachers or staff members. The length of the detention shall be within the discretion of the certified employee disciplining the student.

Expulsion - an action of the Board of Directors, by majority vote, to remove a student from school for conduct which is detrimental to the best interest of the school. (see 502.8) Expulsion means removal of a student from classes, activities or other school events for a period of time set by the Board; with the accompanying loss of academic credit.

In-school Suspension/Quiet Study - if the principal or designee decides that it is absolutely necessary, a student may be suspended from attending one or more classes. During the suspension, the student will report to a designated work area isolated from other students and closely supervised. Efforts will be made to provide textbooks and other learning materials. Students will be given full academic credit for all work successfully completed during the suspension. (See 502.6A)

Long-Term Out of School Suspension - an action of the Board of Directors, by majority vote, to remove a student from school for conduct which is detrimental to the best interests of the school. (see 502.8) Long-term suspension means 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/she completes course work as required by the Camanche Community School District curriculum.

Mediation - if a student is truant as defined by policy 502.3 and Section 299.8 and the school's attempt to cause the student to attend school fails, the matter shall be referred to the county attorney for mediation or prosecution. The mediation process shall be established by the county attorney.

Parent Control - parents/guardians may be contacted in writing or by telephone to inform them of disciplinary problems encountered by their student while at school or at school-related activities. This contact may be initiated by a teacher, counselor, administrator or other support personnel.

Parent, Student, Teacher and/or Administrator Conference - if a student's conduct or academic progress merits a discussion of a student's problem, a meeting between all concerned parties may be initiated by any of the interested or involved parties. Conferences normally should be arranged so that information may be gathered and all interested parties can be present.

Police Referral - the building administrator shall have the authority to report specific criminal acts of students or non-students to local authorities. The following acts constitute violation of the criminal code: assault, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, affrays, profanity and malicious use of the telephone.

Referral to Court - if a parent, guardian, or legal or actual custodian refuses to engage in mediation or violates a term of the agreement, the matter shall be referred to the county attorney for prosecution. This referral shall be made by the mediator.

Referral - an act, or action taken by a student, teacher, parent, counselor, administrator or support personnel to seek aid for a distressed or needy student. A referral attempts to obtain professional assistance or help in order to resolve a perceived or real problem.

Removal from Class - teachers may send a student to the principal's office. It shall be within the discretion of the person in charge of the classroom, study area, or resource center to remove the student. The person to whom the student is sent will determine if, when and under what conditions the student will be allowed back in class.

Restitution - payment for damage, destruction or injury caused by a student to a school building or fixture. This payment should be equal to the cost of restoration to a previous state.

Restricted Student - a restricted student is someone that has violated school rules or a contract that outlines specific rules or regulations regarding conduct or academic progress. This consequence limits the use of enjoyment of school property or activities normally available to members of the student body.

Saturday School - an alternative to in-school or out-of-school suspension. This alternative is aimed at student conduct which requires serious disciplinary measures other than removal from classes. The goal is to improve attendance by keeping students in school and disciplining them by using their free time. On the Saturdays assigned by the principal or designee, the student shall appear at the designated attendance center and be under the supervision of school district personnel. In conjunction with Saturday suspensions, a student may be restricted from attending or participating in school activities. This restriction should not exceed the number of Saturdays assigned.

Short Term Out-of-School Suspension - the building principal or designee may suspend a student out-of-school for a period not to exceed 10 school days for serious or repeated violations of school rules. Students will be given full academic credit for all work successfully completed during the suspension if completed and returned to the teacher immediately upon return. A student may not attend school activities

or participate in a contest of extra curricular activities while serving an out-of-school suspension. (see 502.6A)

Student Contract - in the event that a student has repeated violations of school rules and regulations or if a student is not making adequate progress toward graduation, a contract may be written by the student, parent, administrator or his/her designee to specify acceptable standards of conduct or performance. This agreement should be signed by all involved parties.

Truancy Officer - if the school district has a truancy officer, this person will become involved with students who are frequently absent and assist in attempts to assure a student's attendance. The truancy officer or school designee shall act as a liaison between the school and the county attorney's office in matters of truancy and mediation.