

Clarksville Junior / Senior High School  
318 North Mather Street  
Clarksville, Iowa 50619

[www.clarksville.k12.ia.us](http://www.clarksville.k12.ia.us)

Student Handbook  
2016 - 2017



**Home of the INDIANS**

**Clarksville Community School Mission Statement:**

*It is the mission of the Clarksville Community School to provide the finest educational opportunities so that all might achieve their fullest potential.*

This handbook was approved by the Clarksville Board of Education on **June 20, 2016.**

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## Introduction

The entire staff and I wish to welcome you back for the 2015 – 2016 school year. We hope that this school year will be an enjoyable and productive year for all students.

The policies and regulations in this handbook were put into effect at the beginning of the 2016 – 2017 school year, having been approved by the Board of Education in June 20, 2016.

The success of any school is dependent upon proper order and a common understanding of the rules and regulations of the school. The information contained in this handbook is designed to assist students in adapting themselves to the school program in such a way that they may attain the greatest possible educational growth, and to make the greatest possible contribution to the life of the school. Mutual respect and cooperation among all members of the school community plays a vital part in maintaining an excellent school system.

Parents are encouraged to read this handbook with their son / daughter so that they may better understand the school process and help their children avoid future mistakes. Students should review this handbook several times so they know and understand school rules and regulations. **Every student is responsible for knowing all that is in this handbook:** claiming ignorance of the rules is not a valid excuse for not following school rules.

If, at any time, you have questions about the information in this handbook, please do not hesitate to call or stop by office. With continues cooperation and mutual understanding between home and school, we continue to build and strengthen our excellent educational system.

Robert P. Saathoff  
Secondary Principal  
(319) 278 – 4273

## Non – Discrimination Statement

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

The school district does not discriminate on the basis of socio-economic status, race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Superintendent, 318 North Mather Street, Clarksville, Iowa 50619, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 or Iowa Code § 280.3 (2007).

## A Word to the Parents

The Clarksville Community School functions best when you as parents, cooperate with the faculty and administration in seeing that:

1. Your child attends school regularly;
2. Your child has sufficient time at home for rest and study;
3. You provide a quiet place with no distractions for your child to study;
4. You check to see if your child is bringing their work home, and that they are actually doing their assignments;
5. Your child's report card and test results are read and studied by you;
6. You, as a parent, read this handbook in order to understand fully the regulations of our school;
7. You, as a parent, take an interest in school activities and organizations.

We feel the best way to solve problems is through communications, so please do not hesitate to call the school if you feel your child is having a problem. Normally, a parent would call teacher first, however, if you do not feel this proper or you cannot gain satisfaction from contacting a teacher, then feel free to call the principal's office. Most problems can be solved through open and honest discussion, not by griping or complaining at home or school, so we encourage you to contact us if there is a problem.

Likewise, we encourage our teachers to contact the home if they are having problems with your child in class. We feel it is proper for the teacher to make contact first, since the problem usually originates in the classroom. If the teacher and parents cannot solve the problem, then we will usually ask all parties to meet with the principal. Remember, we are all after the same thing – to give our kids the best education possible. This can only be done by keeping the channels of communication open and approaching problems with a cooperative attitude.

Parents may access the district website at [www.clarksville.k12.ia.us](http://www.clarksville.k12.ia.us) and click on JMC Parent Access to view information regarding lunch accounts, student schedules, progress reports, grades and email addresses of teachers. To access the information, parents need to have their own username and password. The username is the parent last name and the password may be secured by calling the school office at 319-278-4273.

### Notice

**Clarksville Community School District has designated the high school principal, 278-4273 and elementary principal, 278-4560 as the Level I investigators for incidents of abuse of students by school employees.**

To report an incident of abuse the reporter should contact the Level I investigator. The report shall contain the following:

1. The full name, address and telephone number of the person filing.
2. The full name, age, address, and telephone number, and attendance center of the student.
3. The name and place of employment of the employee who allegedly committed the abuse.
4. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
5. A list of possible witnesses by name, if known.
6. Names and locations of person, who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report shall not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee shall pass the report to the investigator and shall keep the report confidential to the maximum extent possible. In performing the investigation, the investigator shall have access to the education records of the alleged student victim as well as access to the student for interviewing process.

For further information regarding the Clarksville Community School District's policy on abuse, please refer to Board of Education Policy numbers 403.7, 7A, 7B, and 7C.

### **Accidents – Illness – PE Excuses**

Students who may become ill at school are to report to the office. Parents will be contacted and arrangements made to see that you get home. Please do not leave campus for home without checking out at the office.

All injuries must be reported. Insurance forms for insurance purchased through the school are available. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school will contact emergency personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

PE excuses: you may be excused one (1) day on an excuse from your parents; more than one day you must bring a written excuse from your family doctor. The excused absence(s) should be brought to the high school office before school on that day. The student will report to the PE teacher for further directions.

It is against school rules to take medication at school except through the office. No medication will be given at school unless:

1. It comes to school in the original pharmacy container.
2. A parent permission form is completed.
3. THIS INCLUDES ASPIRIN.

### **Activity Transportation**

Activity buses or other school vehicles are provided to transport students attending athletic, music, or other school-sponsored events. Students will be returned to the school building at Clarksville; it is their parents' responsibility to pick them up at school.

Under no circumstances will a student drive himself / herself to or from a school sponsored activity. Exceptions:

1. A student may ride home with his / her parents by following procedures listed under "Pep Buses".
2. Other exceptions to this rule can be granted only by the Building Principal and/or the Superintendent.

### **Administering Medicine to Students**

The board accepts no responsibility for the medical treatment of students. No medication shall be given by unlicensed personnel, except as provided by the written prescription of a physician or dentist, and the written permission of the parent / guardian of the student receiving the medication.

The above policy covers all prescription and other drugs, including aspirin.

If the family physician feels it necessary for the student to receive medication during school hours, the following information should be sent by the doctor with the medication:

1. Amount to be given at one time;
2. Time of day medication is to be given;
3. For how long medication is to be given.

If medication is brought to school:

1. It should be given to the principal's secretary upon the student's arrival at school;
2. NO MEDICATION IS TO BE KEPT BY STUDENTS IN THEIR LOCKERS, DESKS, OR ON THEIR PERSONS;
3. Only enough medication for one day should be sent to school – unless specific arrangements are made with the principal.

School policy also excludes the giving of aspirin. In unusual cases, it may be necessary for an older student to have an aspirin. Aspirin however will be given only once during the day, and then only if the parent has a signed request on file in the principal's office or gives specific permission by telephone.

In a few cases, it is necessary for a student to have medication at school; for example, when a student has diabetes, asthma, hay fever, bronchial cough, or epilepsy they may require continual medication. When the doctor certifies that a student needs daily medication during school hours, the medication must be kept in the principal's office where it is not available to other students, and given only in accordance with doctor's orders.

### **Alcohol and Drugs**

A dangerous drug is defined as any alcoholic beverage or any controlled substance listed in Iowa Code Chapter 204 (for example; opiates, narcotics, hallucinogenic substances, stimulants, and depressants), which are illegal without a doctor's prescription.

NO student is allowed to have a dangerous drug in his or her possession on school grounds or off school grounds while the student is participating in a school sponsored activity. Any dangerous drug which is found in the possession of a student will be confiscated and turned over to the police. Furthermore, the student will be subject to the following penalties in accordance with the standards of conduct for participation in Extra-curricular and Co-curricular activities.

### **Announcements**

Announcements will be given daily over the intercom system. Written announcements will be emailed to teachers and students. Students may inquire with teachers for concerns regarding announcements. Organizations wishing to have items announced should present them with sponsor's approval in writing to the high school office.

### **Anti-Bullying / Harassment Policy**

Harassment, bullying and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully the student should:
  - ✓ Tell a teacher, counselor, or principal; and
  - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
    - What, when, and where it happened
    - Who was involved
    - Exactly what was said or what the harasser or bully did
    - Witnesses to the harassment or bullying
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, or activities.

### **Articles Prohibited at School**

Problems arise because students have articles which are hazardous to the safety of others, or interfere in some way with the educational process. Such articles include toy guns, hacky-sacks, water pistols, yo-yo's, knives, radios, tape recorders and players, CD, MP3, IPOD or cell phones with head phones, electronic books, video games, firecrackers, balloons, chains which fall below "normal" pocket length or those with rings and other items attached to them. The above mentioned articles and others deemed inconsistent with the educational purposes of the school will be taken from the student. Continued violations will result in disciplinary action. Electronic devices may be used only before school, during designated morning break times, lunch time and after school. Backpacks may be brought to school but kept only in student lockers during the school day. They are not allowed in hallways or classrooms during the school day.

### **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. A certified asbestos inspector, as required by the AHERA, has inspected the school district facilities. 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 (Head Maintenance) 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. Note: Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually.

### **Attendance**

Only a portion of the Attendance Policy, rules, and procedures are included in the Student Handbook. A complete copy of the attendance policy is available in the principal's office and will be provided at student or parent request.

#### Section 1 – Attendance Policy Philosophy

Students will be expected to attend classes and to be on time in order to receive the maximum benefit from the school's instructional program, to develop habits of punctuality, self-discipline, and responsibility, and to assist in keeping disruptions of the educational program to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to compensate completely for absence from classes.

Absences always cause some disruptions in the educational process of the student who was absent. In order to maintain interest and understanding in the program of instruction, students cannot expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.



Irregular attendance and/or tardiness by students not only retard their own studies but also interfere with the progress of other students who are regular and prompt in attendance. Tardiness to class creates obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted because of irregular attendance or tardiness.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. The patterns of responsibility and self-discipline of regular attendance and promptness may be established for life by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. ABSENCE BECAUSE OF ATTENDANCE AT SUCH APPROVED TRIPS AND ACTIVITIES WILL NOT BE CONSIDERED AN ABSENCE FROM SCHOOL; HOWEVER, THE STUDENT WILL BE REQUIRED TO MAKE UP THE WORK MISSED.

## Section II – Attendance Rules and Procedures

### 1. Absences

- A. All absences will be recorded as unexcused until the office notified otherwise.** When an absence from school does occur, the student's parent(s) or guardian should inform the school either by a telephone call on the day of the absence or by a written and signed statement which the student should present to the attendance secretary, **no later than one day after the absence.**

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific dates or times they were absent, verification by a doctor or other professional, if judged necessary, and a signature of the parent or guardian. **The building principal shall have sole discretion to determine if an absence is excused or unexcused.**

- B. Valid reasons for a student's absence from school are as follows:**

1. Injury or personal illness
2. Serious or personal family problems. This includes death or serious illness or injury in the family, working at home when absolutely necessary, driving a parent to a doctor's appointment, etc. This does not include working for someone other than the parents or guardian, shopping, missing the bus, hunting, hair appointments, oversleeping, car stalling, or getting stuck, or "personal" reasons, etc.
3. Professional appointments which cannot be scheduled outside of the school day. The student will be issued an Appointment form. This form should be completed by the professional person visited. Upon the student's return to school, this completed form should be turned in to the office. Examples of professional appointments include doctor, dentist, court appearance and or legal appointments, college visits approved by the counselor, etc.
4. Short-term suspension from school
5. Recognized religious observance
6. Other verified emergency or a situation not contemplated by these rules may be excused at the discretion of the principal.
7. School-sponsored trips
8. Parent requested extended absences. Anticipated absences due to vacation or trips must be approved by the principal in advance of the absence. Students should have their planner stamped. (Character Counts)

Arrangements to complete school work missed under these circumstances must be made to each teacher's satisfaction in advance of the absence as requested.

- C. When a student has been absent from school, it is the student's responsibility to contact his / her teachers for appropriate make-up assignments. Schoolwork missed because of absence must be completed to the satisfaction of each teacher whose class or classes were missed.**

1. When students can anticipate absences, school work should be made up in advance of the absence.
2. When an absence was not anticipated, a student will be allowed two (2) days for the first day of the absence and one (1) day for each additional day to have assignments, quizzes, test, etc. completed.
3. Students shall receive full credit for school work missed because of excused absences, if school work is completed by the deadline.
4. Being absent from school in itself will not be cause for reduction of a student's grades. If a student fails to make up the work missed, by the established deadline, he / she will fail that portion of the work not completed and this will be averaged with the other grades.

## 2. Tardiness

- A. Tardiness is defined as any appearance of a student in an assigned area (meaning classroom or the geographic locale where the instruction is being given) after the designated starting time. Students are expected to follow the regulations established by the teacher regarding tardiness.
- B. All tardies to class will be considered unexcused except when the student presents a pass slip from another staff member or the principal's office.
- C. Administrative assistance may be sought to deal with what the teacher considers excessive and unresolved tardiness on the part of the student.

## 3. Unexcused Absences

- A. Unexcused absence is defined as not attending school or an assigned class, study hall, classes for any reason not covered above even though the parent may consent to the absence. Students of compulsory school age (over six and under sixteen years of age by September 15) will be considered truant when an absence is unexcused. The principal shall determine when truancy violations will be reported to the superintendent and the county attorney.

Once a student is present in school, the student may leave school only if his / her parents contact the school to excuse the intended absence or if the student presents a written statement from his / her parents excusing the intended absence. To be excused, the reason for the intended absence must fit within the guidelines established in II.A.2 above. Under no circumstances should a student leave the building without proper authorization. If this happens, an in-school suspension could be assigned.

- B. Daily work missed because of an unexcused absence may be made up within an equal number of days missed (credit may be reduced). Class work covering material presented over a longer period of time such as term papers, may be made up and credit will be given, although it may be reduced. Tests may not be made up if the test days are announced in advance.
- C. The Principal or designee may eliminate step (a) below when dealing with a referral of multiple incidents of unexcused absences. The following shall apply to year-long courses (for semester or half-time courses, the number of unexcused absences shall be one-half of the number state):
  1. First Referral (Two unexcused absences from a particular class): the principal or designee shall counsel with the student. The parent(s) or guardian(s) shall be informed by telephone and/or mail and be requested to counsel with the student. The school counselor shall be notified and shall arrange for on-going counseling, if judged to be appropriate.
  2. Second Referral (Four unexcused absences): on the occasion of the second referral from a particular class or classes, possible disciplinary consequences include the assignment of suspension, and/ or other penalties as allowed by regular district regulations. If suspended, the principal may require an agreement stating the conditions of re-admission which shall be signed by the student, parent(s), and principal.

3. Third Referral (six unexcused absences): students in grades 9-12 may be dropped from the class or classes from which they have been referred for unexcused absence six times during a give semester. A “drop” will be recorded in the student’s record and no credit will be earned for the “dropped” course. The student may be assigned to Study Hall. The loss of credit is to be considered serious and could ultimately have an effect on graduation and eligibility. In addition, students who fall below the minimum enrollment requirement as a result of unexcused absences may be dropped from enrollment from school for the remainder of the semester.

### Section III – Excessive Absence

1. Overview

Adequate class attendance and participation is a requirement for course credit earned and applied toward graduation. Schools do not grant credit to students who have casual attendance records. A unit of credit is defined by the Iowa Department of Education as that amount of credit earned by a student who successfully completes a course or related components (or partial units) that is either pursued for thirty-six (36) weeks for at least two hundred (200) minutes per week or for the equivalent of one hundred and twenty (120) hours of instruction. A fractional unit of credit shall be awarded in a manner consistent with this standard.

In the Clarksville Community School District, the term “credit” is used as a measure of counting work completed toward graduation. A student will earn two credits by completing a full year of study (two semesters) in a course such as Chemistry or United States History. The student will earn one credit by completing a one semester course or one semester of a full year course. Students may earn fractional units less than one credit in courses meeting less than five (5) days per week per semester (e.g. Physical Education, Band). One “credit” is equal to ½ unit of credit as defined by the Iowa Department of Education.

2. Notice of Absences

Parents of students absent will be called on the day of the absence unless prevented by extenuating circumstances and unless the parents have already reported the absence. The student’s parents will be notified when their student has accumulated either two (2), four (4), or six (6), unexcused absences in a particular class during a given semester.

### Section IV – Appeals

1. When students or parents are concerned about the disposition of an attendance violation, they are encouraged to contact the teacher or building administrator for clarification.
2. Teacher’s Decision – students and parents wishing to have a review of a teacher’s decision regarding attendance, tardiness, and make-up work rendered under this attendance policy may do so by filing a written request for review within five (5) days after the teacher’s decision was rendered. The principal will determine a mutually agreeable time, place, and date for the review and notify the student, parents, and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse or modify the teacher’s decision.
3. Principal’s Decision – student, parents, and teachers may obtain a review of a principal’s decision under the attendance policy by filing a written request for review within five (5) days with the superintendent. The superintendent or designee will determine a mutually agreeable time, place, and date for the review and will notify the interested persons accordingly. At the conclusion of the review, the superintendent or designee shall affirm, reverse, or modify the superintendent’s decision.

Such decision shall be considered the final decision of the school district for purposes of further appeal under Iowa Code Chapter 290.

### Section V – Other Information about Attendance

1. Transfers In / Out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch information, etc. No refunds will be made until all fees or fines have been paid.

## 2. Open Enrollment

Parents / Guardians considering the use of the open enrollment option to enroll their child or children in another public school district in the State of Iowa should be aware of the following dates.

March 1, 2016 – last date for regular open enrollment requests for the 2016 – 2017 school year.

September 1, 2015 – last day for open enrollment requests for entering kindergarten students.

March 1, 2017 – last date for regular open enrollment requests for the 2017 – 2018 school year.

Parents / Guardians of open enrollment students whose income falls below the 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details contact the Superintendent's office at 319-278-4008.

### **Calendar Conflicts**

Teachers, sponsors, coaches, and administrators will make every effort to see that the students of the Clarksville Community Schools can participate in all of the events that appear on the calendar. Every effort will be made to have exact dates, sites, and times of the events placed on the calendar.

There are numerous scheduled activities in the Clarksville School. The vast majority of conflicts will be eliminated, if they occur, with the input of coaches, sponsors, activity directors, and principals.

Guidelines:

1. The "performances", i.e. athletic contests, concerts, presentations, have priority over any practice. In the event this conflict exists, the student is excused from practice without penalty.
2. When "performances" between activities have been scheduled at the same time, there is a priority that is set up. The following will rank them from highest priority to lowest priority. Those of higher priority will take precedence over those ranked lower. The priorities are as follows:
  - a. State Activity
  - b. Regional Competition
  - c. Sectional Competition
  - d. Conference Competition
  - e. Invitational and Local Scheduled Events

IN THE ABOVE, PRIORITY ITEMS THAT ARE ON THE SCHEDULED CALENDAR WILL HAVE PRIORITY OVER ALL ACTIVITIES THAT ARE SCHEDULED AFTER THE CALENDAR HAS BEEN PRINTED. IF AN ACTIVITY IS RESCHEDULED, THE ACTIVITY WILL RETAIN ITS PRIORITY. HOWEVER, IF THEY ARE EQUAL, THE ORIGINAL WILL MAINTAIN PRIORITY.

3. When activities of equal priority have been scheduled, and a conflict cannot be resolved by the professional staff, the student and parent will be permitted to make the choice without penalty from either activity. If the parent and student do not make a decision, the principal will make the decision after reviewing all of the alternatives.
4. In order that individuals do not become involved in word semantics, a definition of the priority system is as follows;
  - a. State Competition : State Sponsored
  - b. Regional Competition : State Sponsored
  - c. Sectional Competition : State Sponsored Invitational : invited to perform
  - d. Local Schedule : All activities scheduled, not including above
  - e. Performance : in front of audience
  - f. Practice : not in front of audience

### **Candy / Beverages**

Candy is not allowed in the school building during the school day other than “break time” and during regular lunch times. The constant appearance of candy wrappers in desks, on the floors, and in hallways, distracts from the overall ambiance of Clarksville’s academic setting and leads to a lax atmosphere in the classroom with teachers competing against the noise of wrappers and disrespectful “snapping” of chewing gum. Chewing gum may be restricted in individual classrooms as per teacher discretion. A student may receive a demerit for having candy and/or food in the hallways.

Beverages may be brought into the school building prior to the start of the school day. They may not be brought in during any school sponsored activity. Clear plastic water bottles are allowed and may be refilled at the hallway stations between classes only.

#### **RULES REGARDING BEVERAGES:**

1. Machines are located in the multi-purpose/cafeteria area.
2. Beverages are dispensed at a cost of \$1.75 per bottle. We do not have change for use in the machine. If you lose money in the machine it may be reported to the office and a list of those having a refund will be reported to the route man who will make a refund.
3. Pop may only be purchased at 3:30 in the cafeteria or before school in the hallway machine.
4. Please place all empty beverage bottles or cans in the receptacle provided as we return them for credit.
5. Beverages may not be purchased during the breakfast or noon hour due to federal regulations.
6. Damage or abuse to machines will result in their removal.

### **Cell Phones / Telephone**

Cell phones are not to be used or activated during class periods, in bathrooms, or in any locker rooms. Any student has access to the telephones during class time through the main office. Parents may call and leave messages for their child through the school office. Study halls are considered important to the education of the student. Study halls are considered the same as a class; cell phone use is not permitted during class periods.

In general and basically speaking, cell phones may be used only before school, during morning break time, lunch times or after school.

Violation of the school cell phone policy will result in the confiscation of the cell phone. Confiscated cell phones will only be returned to the parent of the owner. Repeat offenses of the cell phone policy will result in more severe disciplinary action.

### **Change of Address and / or Status**

Please report to the office immediately when you have a change of address, telephone number, or change of guardianship status.

## **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 discontinued use of the media center or computers.

## **Church Night**

Wednesday nights during the school year are designated as church night and activities are to be completed by 6:00 p.m. on those nights. We have not control over the setting of dates for activities sponsored by the State Association and where the squads will be sent to such competition on Wednesdays whenever such times arise. There could be an I.C.N. class scheduled on Wednesday nights for upper classman as an elective.

## **Clarksville High School Athletic Code**

### **I. General Regulations**

- A. Clarksville High School rules must be followed in all cases of eligibility, physical examinations, insurance coverage, starting dates, use of school equipment, practice times, etc. as stated in the student handbook.
- B. Students in activities must travel to and from contest, away from Clarksville in transportation provided by the school. Students representing Clarksville will remain at the site of contest unless transported by the supervisor. The only exceptions are:
  - 1. Injury to a participant which would require alternate transportation.
  - 2. Personal arrangements at the site of the event made by the parent or guardian with the supervisor in writing.
- C. A display of unsportsmanlike conduct toward an opponent or official or use of profanity during a practice or contest will result in counseling by the head coach.
- D. Unexcused absence from scheduled practice will be dealt with by the head coach.
- E. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards, exception being an injury which limits participation. No awards shall be given to any student suspended for the remainder of the season for violation of the athletic code.
- F. Events will be scheduled using the following priority: State Activity, Regional Competition, Sectional Competition, Conference Competition, Invitational and Local.
- G. Students being removed more than one time from any class during a sports season may be declared ineligible for a period of time to be determined by the Principal. This would apply only to public performances and not to practices.
- H. In cases of non-athletic activities, the student being removed more than one time from any class in a semester may be declared ineligible for a period of time to be determined by the Principal. This would apply only to public performances and not to practices.
- I. Food on Bus: Food is not to be eaten or liquids drank on the bus without the consent of the head coach or official supervisor of group. Whenever possible meals should be ate in the restaurant. Stopping for 'snacks' should be kept to a minimum. Always remember the time of evening when considering stops after road events - parents waiting back at school, getting up for school the next day, study assignments due the next day, etc. If permission to have food on the bus is granted, it is the responsibility of the head coach, sponsor, etc. in charge to see that the bus is **cleaned immediately upon return** to the school.
- J. Athletes cannot switch to another sport in season without the consent of both coaches involved. An athlete who is removed from a squad or quits cannot use school facilities to begin preparing for the next sport until the completion of the regular season of the present sport. Only exception would be because of an injury.

## II. IHSAA and IGHSAA Regulations

- A. All contestants must be enrolled and good standing in school.
- B. All contestants must be under 20 years of age.
- C. No student shall be eligible to take part in interscholastic contest more than eight consecutive semesters.
- D. A medical exam by a licensed physician is required each year.
- E. All contestants must be covered by accident/health insurance: either by taking out school policy or filing with AD written consent that student is covered under a family policy.
- F. A student may not participate on a non-school team during the same season without written permission of the student's school; violation of this regulation will result in ineligibility for 12 calendar months for student and the school must forfeit contest said student participated in.
- G. Open Gym Policy: Coaches may not coach or participate during supervision; will not be called for specific sports; notice shall be posted on bulletin board and signed by a school administrator; violations will result in one year ineligibility for the school in that sport.

## III. Clarksville High School Local Policy (apply to all co-curricular activities sponsored by the Clarksville School):

- A. In order to participate in an activity or practice session, a student must be in school for a minimum of 1/2 school day; exceptions would be a written doctor's signature for illness, orthodontist's signature, attending a school related activity, or attending a funeral; any other exceptions will be made at the discretion of the Principal.
- B. A student with an unexcused absence for all or part of the day of an activity may not participate in that activity.
- C. Students must be in attendance a minimum of 1/2 school day to participate in a scheduled event on the following non-school day. **Example:** Friday I attend school from 12:00 noon to 3:15 pm (minimum of 3 1/2 hrs.). I am now eligible to participate in Saturday's event. If I don't attend in the morning and arrive at 12:30, I am **not eligible** to participate on Saturday.

## Clarksville Schools Academic Eligibility Policy

Student participants shall be passing all classes. Incomplete grades will be considered as a failure until made up. Students with an incomplete have two (2) weeks to clean an incomplete. After that time, the incompletes will be marked as a failure.

Student eligibility will be reviewed at each mid-term and again at the end of each grading quarter. Any student failing at a review period will be ineligible until the next review period unless he/she is declared eligible by the principal using the following criteria:

1. An incomplete grade was cleared as passing.
2. Prior to the end of the second full week following mid-term the grade has been raised to passing.
3. Within three (3) weeks following the posting of the quarter grades the student must be passing an equivalent class or has dropped the failing class and has sufficient passing classes to otherwise qualify.

A student who receives a failing grade at the end of the final quarter of the school year will be ineligible for a full three (3) week period into summer participation or the next extracurricular activity they participate in. A student must finish the activity in good standing in order for the ineligibility to be considered satisfied.

## **Clarksville Schools “Good Conduct Policy” – Activity Eligibility**

### 1. Philosophy

- A. **Benefits of Extra-curricular Activities:** the Board of Education believes the extracurricular program (grades 7-12) provides the opportunity for significant benefits for participants. The Board actively supports our extracurricular program and encourages as many students as possible to participate.

The Board believes extracurricular activities provide students with the opportunity to:

1. Compete and associate with students from other schools.
2. Develop skills not found in curriculum.
3. Gain contentment from leisure time.
4. Achieve recognition and develop a positive self-image.
5. Develop desirable attributes and good citizenship.
6. Broaden perspectives and outlooks.
7. Participate in group activities and become part of a team.

Individuals may also benefit in other ways. Emphasis is placed on the word opportunity because the Board believes only students can transform this opportunity into reality. The school can make programs available but only students can take full advantage of these activities.

- B. **Extracurricular are a Privilege, Not a Right:** the Board emphasizes that extracurricular activities are a privilege for students, not a right. The school expects that certain standards of behavior and conduct will be observed. Students earn the privilege to participate, in part, by following the standards of behavior.
- C. **Students Represent the School:** all participants must recognize they represent the community, school, and their peers, as well as, themselves, and therefore have a wider set of obligations that should be met. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether away from or at school.

In addition, we expect students to demonstrate a positive and respectful demeanor toward fellow participants, sponsors, officials, and the public; a sense of teamwork and respect for the importance of the group; responsibility for meeting the obligations of participation in the various activities; pride in self, school and peers; and, respect for the property and rights of others. Students who participate in activities serve as role models for peers and younger students; therefore, their attitudes and actions have an important impact on others.

Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

### 2. Activities Covered by this Policy

- A. Athletics (includes all support staff) and cheerleading.
- B. Music – all music groups sponsored by the school district such as jazz band, select choir, and pep band; music contests; festivals, etc. If a student is required to perform as part of a grade (e.g. band or chorus), and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student’s grade for the course.
- C. Speech and Drama
- D. School Organizations / Clubs / Honorary and Elected Offices (in which the student may represent the school) – Student Council, class officers, National Honor Society, Yearbook, Homecoming King and Queen court, etc.



- E. Flag, Drill or Dance Teams
- F. Academic Decathlons or any activity where the student represents the school district outside the classroom such as history day competitions, etc. If the student is required to perform as part of a grade, and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student's grade for the course.

3. Standards of Behavior

- A. The extracurricular program will not tolerate at school, school-related events, on school property or property maintained by the school, or elsewhere, during or outside of the school year, any behavior, which violates the Standards of Behavior, outlined below. The student shall not:
  - 1. possess (see item D below), use, or distribute tobacco products (or "look alike" substances that appear to be tobacco);
  - 2. sell, distribute, dispense, acquire, possess (see item D below), use, consume or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or any other intoxicating liquor, or any "look alike" substance that appears to be alcohol (non-alcoholic beer, etc.) – "use" includes having the odor of alcohol on one's breath; (Note: the minimal ingestion of alcohol in connection with a religious ceremony is exempt from the "use/consume" provision. Further, according to Iowa law if you r parent or guardian serves you alcohol in a private home with their knowledge, presence, and consent, then this "use/consume" of alcohol is permitted. While this conduct is not considered a violation of this policy, if you then go out into public after consumption of any alcoholic beverage and/or drive with a blood alcohol level of .02 or above, these are violations of this policy).
  - 3. unlawfully manufacture, sell distribute, dispense, acquire, possess, consume, or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and/or any "look alike" substances, and any drug paraphernalia. (Use of a drug authorized by a medical prescription from a registered physician for the individual in possession shall not be considered a violation of this rule).
  - 4. engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, hunting, and fishing violations) regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
  - 5. inappropriate or offensive conduct such as (but not limited to) fighting, insubordination (talking back or refusing to cooperate with authorities or any staff member), hate crimes, hazing or harassment of others, theft and/or destruction of other students' property.
- B. Violation of any of the above may result in loss of eligibility.
- C. This policy is in effect 24 hours per day – all year long.
- D. Possession. A student shall be deemed to be in "possession" in accordance with legal definitions and also, will be widely interpreted to include attendance at a function or party where the student is aware that drugs or alcohol are being illegally consumed by minors and the student does not immediately leave the function.
- E. Violations of Local, State, or Federal Law may result in more serious penalties as follows:
  - 1. Aggravated misdemeanor offenses may cause the student to be treated as a second violation even if this is the student's first violation of the Good Conduct Code.

2. Felony offenses may cause the student to be treated as a third violation even if this is the student's first violation of the Good Conduct Code.

#### 4. Violations and Penalties

- A. A finding that a violation has occurred is not dependent upon the outcome of any juvenile or criminal proceedings. Indication that a violation has occurred will be governed by a "preponderance of evidence". (1) A "preponderance of evidence" requires less substantiation than either "substantial evidence that a violation has occurred" or "proof beyond a reasonable doubt that a violation has occurred", and (2) a "preponderance of evidence" also means over 50% of the believable evidence.
- B. Violations of the Standards of Behavior as described in Section IV above will result in suspension of the privilege to participate for a period of time or number of events as prescribed in the following options. All costs involved with any counseling, educational training and/or assistance such as the Pathways Program, etc. will be the responsibility of the student / parent / guardian. NOTE: coaches and sponsors may impose additional consequences beyond those prescribed below if they have made these consequences known to team members and parents / guardians prior to the start of their particular season.
  1. Option A - Volunteer Provision. A student who violated the good conduct code and both reports the specific conduct and admits that the conduct is in fact a violation of this policy, within two (2) calendar days of its occurrence to a school official (sponsor, coach, etc.) may take advantage of this provision. To do so, he / she must additionally follow up with a written statement of confirmation submitted to the principal.
    - a. 1<sup>st</sup> Violation – the student will be declared ineligible for 40% of the regular season competition for students involved in athletics and cheerleading and / or two (2) events for all other categories. This period of ineligibility can be reduced to 20% of the regular season completion for students involved in athletics and cheerleading and / or one (1) event for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignments to an educational / counseling group.
    - b. 2<sup>nd</sup> Violation – the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and / or two (2) events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such project can include assignment to an educations / counseling group.
    - c. 3<sup>rd</sup> Violation – the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his / her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.
  2. Option B – Honesty Provision. If the student is contacted by a school official about a good conduct violation and the student is honest and cooperative about the incident, the following options apply.
    - a. 1<sup>st</sup> Violation – the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and / or three (3) events for all other categories. This period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and / or two (2) events for all other categories if the student performs and completes such

activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational / counseling group.

- b. 2<sup>nd</sup> Violation – the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be reduced to 60% of the regular season competition for students involved in athletics and cheerleading and / or four (4) events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such project can include assignment to an educational / counseling group.
- c. 3<sup>rd</sup> Violation – the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his / her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.

3. Option C – Substantial Provision. A student who does not admit to a good conduct violation, but is found to have violated the policy by an administrator.

- a. 1<sup>st</sup> Violation – the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and / or three (3) events for all other categories.
- b. 2<sup>nd</sup> Violation – the student will be declared ineligible for 12 months from the date of the violation.
- c. 3<sup>rd</sup> Violation – the student will be declared ineligible for 12 months from the date of the violation.
- d. Students losing eligibility under this option may make application to the administrator for reduction of ineligibility after at least one month from the assignment of the penalty. Any reinstatement of eligibility could not be sooner than would occur under Option A above.

C. The following chart is provided to assist in determining the actual number of events that a student will miss in accordance with the percentages outlined above:

Number of Contests per Sport  
Regulated by the IAHSAA and IGHS AU

High School	# Games	20%	40%	60%
Football	9	2	4	5
Volleyball	14	3	6	8
B / G Basketball	21	4	8	13
Wrestling	15	3	6	9
B / G Golf	12	2	5	7
B / G Track	12	2	5	7
Baseball	25	8	10	15
Softball	25	8	10	15

## Junior High

Football	5	1	2	3
Volleyball	9	2	4	5
B / G Basketball	12	2	5	7
Wrestling	9	2	4	5
B / G Track	7	1	3	4
Baseball	No Game Regulation			
Softball	No Game Regulation			

# - The number of games / meets shown above is based on the number of games that are allowed by the IAHSAA and the IGSAU. If Clarksville's actual schedule in a given season is less than the maximum number of games / meets allowed (as shown above), the number of games / meets missed will be adjusted accordingly.

### 5. Consequences for individuals who do not participate in extra-curricular activities

**First Offense:** Students who violate the Good Conduct Policy and report the violations to the administration, counselor or AD within 24 hours and complete 25 hours of community service will be banned from checking out of study halls and attending school events for two weeks. If the student does not complete the community service or report the violation within 24 hours, the penalty will be for four (4) weeks.

**Second Offense:** Students complete 50 hours of community service, will be banned from checking out of study hall and attending school activities for four (4) calendar weeks (also includes not being on school grounds after the normal school day hours unless approved by the principal), if violation is reported within 24 hours. If not reported within 24 hours or community service is not completed, penalty will be for nine (9) calendar weeks.

**Third Offense:** Students will be banned from checking out of study halls or attending school activities for six (6) months (also includes not being on school grounds after the normal school day hours unless approved by the principal), commencing from the date the building principal learns of the violation.

**Fourth Offense:** Student may have permanent suspension from attending school activities reduced to third level by following similar procedures to those outlined in the fourth offence for those participating in extra-curricular activities. Refusal to meet the conditions will result in permanent suspension. Students will also not be allowed on school grounds after normal school day hours unless approved by the principal.

**Fifth Offense:** Permanent suspension from attending all school activities for the remainder of junior high or senior high career and being on the school grounds after normal school day hours unless approved by the principal.

### 6. Procedures for Assigning Penalties

A. The appropriate administrator can become aware of violations by:

1. student self-report (within 120 days of alleged violation);
2. report by school district personnel or students (within 120 days of the alleged violation);
3. notification from law enforcement officials, juvenile court services, or any other court processes (within 12 months of the alleged violation);
4. signed and sworn testimony of one or more citizens of the community prepared (within 30 days of the alleged violation).

B. Students who are charged with the violation of Standards of Behavior will be informed of the alleged violation. The student will be given an opportunity to present any defense he/she thinks relevant.

- C. The appropriate administrator will assign the penalties in the event of a violation.
- D. If the student is not currently participating in an activity within any category, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve (12) months in a category would be eligible. If a student enters an activity in which he/she has not previously participated and begins and /or continues a period of ineligibility, the student must participate at a level expected of all other participants. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor, the coach/sponsor shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.
- E. A student who is declared ineligible will not be allowed to enter an activity already in progress, if the first activity or interscholastic event has been held.
- F. If a student is involved in one athletic/cheerleading activity and one non-athletic activity, the penalty will be applied to both activities in which the student is participating. If a student is in more than one non-athletic activity, the directors/sponsor of those activities and the administration shall meet to combine consequences for those activities. Generally, in combining consequences, the directors/sponsors and the administration will consider the option under which the student would be ineligible in determining the number of events missed, and unless it is otherwise determined, students will suffer a period of ineligibility in each non-athletic activity in which the student participates. The directors/sponsors may consider the amount of time between the offense and when the period of ineligibility would be completed when making these determinations.
- G. If a violation occurs while once penalty is being served, the next sanction will be imposed upon completion of the first sanction.
- H. Violations that occur in the seventh and eighth grade will not accrue to the high school. High school violations will begin occurring in the summer before entering the ninth grade and shall include the summer following graduation for seniors.
- I. Students who are not eligible for activities must continue to practice and complete the season in good standing in order to fulfill the period of ineligibility.
- J. When determining the number of competitions or events to be missed, the administrator will round off fractions to the nearest whole number using the standard rules for rounding numbers. If a period of ineligibility extends beyond the regular season, ineligibility will extend to include tournament games.

#### General Statements

Coaches and sponsors may institute greater punishments as they see fit.

Students may contact the Principal, Guidance Counselor, or Athletic Director.

This policy applies to students in grades 7-8 also. Students begin anew when they enter grades 9-12.

#### Substance Abuse Education Centers

1. Butler County Resource Center, 315 N Street, Allison, IA 50602 (319) 267-2629
2. Northeast Iowa Council on Substance Abuse, 222 Falls Avenue, Waterloo, IA 50701 (319) 235-6571
3. Cedar Valley Mental Health Center, 111 10<sup>th</sup> Street SW, Waverly, IA 50677 (319) 352-2064
4. Hope House, 1202 E. Kelly Street, Charles City, IA 50616 (641) 228-7453
5. Allen Memorial Hospital, 1825 Logan Avenue, Waterloo, IA 50703 (319) 235-3941

### **Class Budgets**

Classes may maintain a treasury through collection of dues and special projects. Such funds may be used for various class activities. No fund drives or collections are to be made or scheduled without written approval of sponsor(s) and principal. All such funds are banked through the school. This allows for accounting for all funds.

### **Class Meetings**

Class meetings will usually be held at the request of the head sponsor of the class. Meetings will be approved only through the request of the head sponsor and class officers will have to secure a time through the sponsor and the high school principal. Please do not ask for the meetings with less than two (2) day notice. Teaching staff must know in advance so they can plan around meetings.

### **Class Sponsors**

Each grade (6 through 12) is assigned sponsors with one person designated as head sponsor. All projects, meetings and other activities engaged in by the group must be approved by the head sponsor, or in that person's absence by one of the other assigned sponsors. The sponsors should clear all events with the principal.

### **Classroom Behavior**

The classroom teacher is in charge of student conduct within their classroom as well as all other areas of the building. If you are asked to leave for a reason of misconduct, then you are to do so quietly and report to the office. The student will be assisted by the secretary or principal in scheduling an appointment with the teacher to work out a solution. The scheduling will be done in written form by the student and documented. The student will remain in the office for all periods until the teacher is available. Each period missed will be made up outside of school hours. Failure to make up work will result in no credit. Readmission to class will be decided after a conference with the teacher and student. If your behavior is such that you must be permanently removed from the class, a fail grade and loss of credit will result. Continual inability to cooperate in the classroom will mean expulsion.

### **College Visitation**

Juniors and Seniors who are making preparation for entry into college will be allowed two (2) visitations to schools of their choice to help them determine their preference. Slips for such visitations are available in the guidance office or high school office and should be secured in advance of such trips so that you may make up work to be missed in advance. The slip is to be signed by the principal and turned into the counselor or office prior to the day you are leaving. No visitations are to be made after April 1<sup>st</sup> without permission from the building principal.

College visitation rights may be denied a student for the following reasons:

1. Poor academic standing
2. Excessive absences

### **Common Sense Behaviors**

Most students can rely on their own common sense to make decisions on appropriate behavior. All people must demonstrate mutual respect. The following list of behaviors is inappropriate and will not be tolerated while at school, on school grounds, or at school – sponsored activities:

1. Smoking or chewing tobacco
2. Being under the influence, using, or in possession of any illegal substance or drug paraphernalia
3. Fighting / Assault
4. Verbal Assault
5. Insubordination to school employees, volunteers, or visitors
6. Vandalism to the school or property of any school employee
7. Theft
8. Truancy
9. Possession of any form of weapon during the school day, on school property, or at a school sponsored event.

Incidents involving these areas will result in the student being disciplined as described in this handbook and/or making restitution when appropriate.

### **Computer Use**

The Clarksville Community School district provides excellent computer facilities for its students through both a computer lab and individual chrome book computers for classroom use. Computer equipment is expensive; so while we want to provide as much “hands on” time as possible for students we also expect students to exercise proper care while using computers.

The computer lab is open for student use when not being utilized for a scheduled class. Students may check out of study hall to use the lab or obtain a pass from a teacher. Students may use the computers for legitimate class work or research – they may not use the computers for “games”. There are no liquids or food allowed in the computer lab, or while using any of the school’s computers provided students.

Computers and other materials owned by the school will be treated the same as library materials; if a student damages or loses computer material they will be responsible for replacement costs. Student computers are to be treated like textbooks; any student, who uses, steals, alters, or otherwise damages another student’s computer disk or materials will be liable for punishment under the school’s conduct code.

### **Corporal Punishment / Physical Restraint**

Behavior Intervention / District Policy Supporting the Revised Iowa Code 281-Chapter 103

1. Areas used for behavior intervention will ensure that the students have reasonable space; sufficient light, ventilations, and a comfortable temperature and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and there will be ability to leave the area during an emergency. The room will be free of dangerous objects or instruments.
2. Revised Iowa Code 281 – Chapter 103 applies to all students.
3. Material restraints will not be utilized.
4. Adult supervision is maintained in all areas used for student behavior intervention.
5. Physical restraint, confinements and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons students are placed in a prone restraint position, the staff must take immediate steps to the end the prone restraint.
6. School staff will receive adequate and periodic training prior to using physical restraints.
7. Parents / guardians will receive notification of behavior intervention.
8. Building principals have a copy of Iowa Code 281 – Chapter 103 which is available for parent review.
9. Parents / guardians will receive notification from the school if physical restraints were utilized with their child, and / or if their child was removed from the classroom and placed in an intervention area where the student’s egress was physically prevented.

## **Counseling**

The counseling office will be open all day every day of the week unless otherwise announced. If you wish to see the counselor, please pick up a slip between classes and then present this to your study hall supervisor so you may report to the counseling office. All such passes must be signed by the counselor.

Unless you are involved in a special testing session announced by the counseling office, class time is not to be used for visiting the office.

## **Courses of Study**

We try to offer a varied number of courses and to make available classes in three areas. These areas are GENERAL EDUCATION, VOCATIONAL EDUCATION, and COLLEGE PREP. Core courses which are required of all students are listed in course outline booklets available in the guidance office. We do not track students into a specific area as we feel that we would like to have you and your parents decide which area is best suited for you. All students and parents are required to have an interview with the guidance office upon entering the freshman year of high school at which one of the three areas is selected. We ask that a conference be held again the junior year. Students will not be allowed to drop a selected area without a parent conference.

## **Damage to School Property**

Students damaging any school or personal property shall pay in full for all such damages or such other restitution as arranged by the office.

## **Dance Rules**

1. All dances with the exception of Homecoming are closed.
  - a. Sign-up dates in the office
  - b. Each student may sign up only one guest
  - c. Student is responsible for conduct of guest
  - d. Administration, class sponsors, and student council reserve the right to refuse admission.
2. Any student asked to leave a dance because of conduct will be barred from attendance the remainder of the year.
  - a. Any guest who is asked to leave because of behavior will not be welcome to another dance.
  - b. Student who brought guest will leave also.
3. Junior high students will not be welcome as guests at high school dances, except by special administration invitation.
4. At least two (2) teacher sponsors must be present at dances. Parent sponsors are also welcomed.
5. Anyone leaving the dance and campus will not be readmitted.
6. Dress for a dance will be set by the sponsoring organization with final approval up to student government. The attire desired is to be printed on any advertising that is put out.
7. Dances may start at 8:30 and must be over by midnight. Cleanup is to be taken care of after the dance unless weekend arrangements can be made. All dances must be scheduled through the Principal's office.
8. Admission price is to be established by the sponsoring group.
9.
  - a. No smoking
  - b. Horseplay prohibited
  - c. Expected to act like young men and ladies



- d. Dress – Homecoming - semi-formal / Prom – formal / other dances – casual, reasonable
10. Local police are to be notified when a dance is to be held. It is the sponsor’s job and should be taken care of so police are aware and available to check occasionally.

### **Deficiency Reports**

At the middle of each school quarter, all teaching staff members are asked to evaluate the work of their students at the time of the grading period and to send out grade reports if the student has a D or lower grade. This does not mean that if a student does not receive a D slip, that he/she may not fail a class. It means that at the mid-point of the quarter his/her grade is a D or lower. The school keeps copies of deficiency reports, should a parent have a question regarding a student’s grade. It is a student’s responsibility to secure passing grades.

### **Dress and Appearance**

Students attending Clarksville Schools are to dress in a neat and clean manner. Recognizing that grooming styles, clothing, and appearance are an individual choice, the following guidelines are to be followed:

1. No advertising of illegal substances, including but not limited to, tobacco, alcohol, establishments where alcohol is promoted and illegal drugs.
2. Nothing that could be considered sexually suggestive, obscene or promoting any type of violence or violent activity will be allowed.
3. Anything that could be related to gang apparel, including body/clothing/physical property, and display of symbols.
4. Holes in jeans and/or pants will be allowed if they are at knee length or below.
5. Hats/caps, scarves, headbands, and sunglasses may be worn or carried to school but are to be placed in lockers and not worn from the hours of 7:00 a.m. and 4:30 p.m.
6. Clothing which exposes the stomach, back, or any undergarment is not allowed.
7. Wallet chains are not to be worn during school hours.
8. Shoes must be worn in the building at all times.
9. Biking shorts may be worn only under another article of clothing. Short shorts or dresses will not be permitted. Short shorts or dresses are generally defined as those shorts or dresses that are above the fingertips when the arms are relaxed at one’s side.
10. Pajama bottoms or similar type material such as “scrubs” will not be permitted.

### **Driver Education and School Driving Permits**

Driver education is offered during the summer. There is no law which makes it mandatory for you to take this course. Students between the ages of 14 and 18 must successfully complete an approved driver education course prior to obtaining a school permit to drive back and forth to school. The holder of a school license may drive to and from school between the hours of 6:00 a.m. and 10:00 p.m. The requirement that the student live at least one mile from school is in effect for a student to apply for this permit.

### **Driver License**

Students will be allowed one excused absence to secure or renew their driver license. The examiner’s office in Allison is open on Tuesday, Wednesday and Thursday from 9:00 to 3:30 p.m. Any students taking written tests must be there before 3:00 pm and driving tests are given by appointment only! The Waverly examiner’s office is open on Monday-Friday from 8:00 to 4:00 pm. Students who are securing their learning permit will receive no more than 2 excused times to secure the permit. As a student, you are expected to study and pass the test with a minimum of problem.

### **Early Graduation**

Students attending Clarksville High School may request early graduation at a regular meeting of the Clarksville Board of Education. The

Following criteria must be met by the student in order for the request to be considered by the board:

1. The student must acquire all the necessary credit hours before he/she will be allowed to graduate early.

2. The student must successfully complete all state minimum educational requirements, plus all of Clarksville High School requirements before graduation.
3. The student must have permission to graduate early from his/her parent or guardian, the school guidance counselor, and the high school principal. Permission must be granted in writing.
4. The student must request for early graduation on or before the regular board meeting in November of each school year.

Even though the student may qualify on all the above criteria, this does not mean he/she will automatically be awarded early graduation by the Clarksville Board of Education.

If the request is granted, the student will not receive their regular high school diploma until their class has graduated from high school.

Students may graduate prior to the completion of grade, if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the board and a recommendation by the superintendent and the principal.

### **Emergency Drills**

A minimum of two (2) fire drills and two (2) tornado drills will be held each semester. At the beginning of the school year teachers will review regulations for these drills with students assigned to their classes. Students should become familiar with these regulations, particularly the exits to be used when in any of the rooms assigned during the school day.

During a fire drill, students are expected to empty the building as soon as possible. Walk rapidly but do not run. Students are expected to be absolutely quiet during emergency drills.

### **Expulsion**

The Board of Directors of the Clarksville Community School District in accordance with the Code of Iowa may expel any student from school by a majority vote of its members. Students alleged to be in violation of the rules and regulations established by the District, may be considered for expulsion by the Board.

Due process will be afforded to all individuals concerned.

The following procedures shall be used when the Board elects to hold an expulsion hearing based upon the recommendation of the Administrative Staff.

1. The Superintendent shall give notice of the hearing by certified mail or by hand delivery to the student and the students' head of household.
  - A. Such notice shall be mailed at least five (5) days prior to the hearing except:
    1. When the event occurred during the last seven (7) days of a school semester, or within five (5) days of the next scheduled meeting of the Board of Directors.
    2. In the event of such exception, the notice shall be hand delivered at as early a time as possible, but in no event shall a hearing be held with less than forty-eight (48) hours' notice.
  - B. Such notice shall contain:
    1. The name of the head of household.
    2. The name of the student whose expulsion is to be considered.
    3. The fact that expulsion is being considered and a brief explanation of the effect of an expulsion.
    4. The policy or rule allegedly violated or other cause of the possible expulsion.
    5. A statement of the evidence the administration has to support the charges which may be in the form of a summary prepared by the Superintendent, or in the form of copies of material sent to the Superintendent by the building administrator.

6. Copies of all material that will be presented to the Board (if it is intended to consider matters of attendance, past behavior, grades, etc., copies of these records shall be sent with the notice).
  7. A copy of the district's Student Conduct Code and expulsion procedure.
  8. The time and the place of the hearing.
  9. That the sessions will be closed unless the student or the head of household requests that it be open. If the session is to be open, the head of household must be released all relevant and confidential information concerning the student.
  10. A brief summary of how the hearing will be conducted, pointing out that the student and head of household will be given a chance to be heard.
  11. A request that the student, the head of household, and an attorney, if desired, may be present.
  12. Notice that the student may appeal any adverse decision to the Department of Education.
2. The hearing will be held as soon as possible following the incident causing the hearing, so the student, if suspended pending the hearing will miss as little school as possible. Consideration must be given to the availability of Directors and the notice requirements. The hearing shall be held at a time of day when the Board can convene and the student and head of household are available.
  3. At the hearing the student may be accompanied by the student's head of household, and attorney of his/her choice, if desired, and a person of their choosing. They shall be present at all times when evidence is presented, but not during Board deliberations.
  4. The student shall have the right to have evidentiary portion of the hearings recorded, but not the Board's deliberation, by Certified Court Reporter, at the student's expense.
  5. The hearing shall be conducted in closed session as follows:
    - A. If more than one (1) student was allegedly involved in the incident causing the hearing, the hearing may be continued provided
      1. The hearing of any student who objects to combining hearings shall be held following the combined hearing or if more than one objects, the individual hearings shall be held in order determined by lot; and
      2. No confidential information shall, without consent, be made known to other students. To accomplish this, it may be necessary to hold separate hearings.
    - B. The hearing shall be in two separate parts (unless combined with the student's permission):
      1. First a hearing to determine if the student is guilty of violating the policy / regulation; and
      2. Secondly, a hearing to determine the consequences to be administered.
      3. In the first part, the hearing to determine if the student is guilty of violating the policy / regulation, the Board may only consider evidence relevant to verification of the offense, but in the consequences hearing, any matter concerning the student may be considered, providing the student is provided a copy of anything to be considered.
    - C. The hearing to determine if the student is guilty of violating the policy / regulation shall proceed as follows:
      1. Personnel from the school involved shall present the facts as they understand them and may call witness or present testimony by affidavit.
      2. The student and Board may question school personnel or witnesses.
      3. The student, the head of the household, any other witness desired by the student may give such evidence or explanation the student desires. Such evidence or explanation may be by affidavit.

4. The school personnel and Board may question the student, head of household, or any witnesses on behalf of the student.
5. Both the administration and the student shall have an opportunity to rebut evidence presented by the other, provided that can be provided without continuance.
6. Both the administration and the student will be allowed to make a summary to the board with the administration making its presentation first.
7. After closing statements, the Board with or without the student present, shall determine whether the violation has been verified. If it is determined that the student was not guilty of the violation, hearing shall cease and the student, if out of school shall immediately be returned to school.
  - a. An attorney hired by the Board may not both present evidence and advise the Board.
  - b. Only the Board shall deliberate and decide the issue. However, the Board Secretary may be present.
  - c. If it is determined that the student is guilty of the violation, the Board shall proceed to the consequences hearing in substantially the same manner as the hearing to determine if the student is guilty of violating the policy / regulation.
6. At the conclusion of the Board's deliberation, the Board shall reconvene in open session. The decision to expel shall be based exclusively on the testimony and other material presented at the hearing. An expulsion can only be voted on at public meeting.
7. The decision of the Board may be appealed to the Department of Education.
8. The Board shall determine the appropriate action which may be expulsion or any lesser consequence. If the student is expelled, the Board shall determine the length of the expulsion and the conditions of re-admittance.
9. In the event of an expulsion, the administration shall, if possible, afford the student a chance to continue his / her education in an alternative manner. The superintendent shall confer with the student concerning the hearing and future educational plans.
10. When the procedure is used as a re-admission hearing following an expulsion, the Board may, on the recommendation of the Superintendent, vote to readmit the student without a formal hearing.

#### **Expulsion of Exceptional Education Students**

For purposes of this Administration Regulation, expulsion is defined as action taken by the Board of Directors to remove an exceptional education student from the school program for gross violations of district policy for a period of time not to exceed the end of the current school year.

When a building administrator recommends expulsion of an exceptional education student, the Principal and Superintendent, shall utilize the procedures outlines in Administrative Regulations. In addition to the procedures, the following practices shall apply when exceptional education students are recommended for expulsion:

1. If the Principal and Superintendent are in agreement with the recommendation for expulsion, he/she shall immediately notify the student's parents and the AEA Director of Special Education. Such notice may be given orally or in writing. If an oral notice is given, the written notice must follow within twenty-four (24) hours.
2. The Principal and Superintendent shall make a referral to the IEP/staffing team to review the student's educational program prior to the Superintendent making recommendation to the Board of Directors on the expulsion of the exceptional education student.
3. The IEP/staffing team shall meet to consider the relationship of the student's inappropriate behavior to his handicapping condition and consider the appropriateness of the student's current educational

programming. At this time a reevaluation by the diagnostic team may be initiated. The IEP/staffing team shall consist of the building administrator, a representative of the agency, other than the student's teacher who is qualified to provide or supervise the provision of exceptional education; the student's teacher, members of the diagnostic-educational team, the student's head of household; the student, if appropriate; and other individuals as designated by the parents, school district, or Director of Special Education.

School officials are required to inform the head of household that they have a right to request and independent education evaluation at public expense.

4. The IEP/staffing team shall provide a report to the Principal and Superintendent and the AEA Director of Special Education that contains information on the perceived relationship between the student's misbehavior and the student's handicapping condition and the appropriateness of the student's current educational programming. The IEP/staffing team will not address the issue of expulsion.

If the IEP/staffing team determines that the student's misbehavior is related to his handicapping condition and or the student is placed in appropriate program, the student may not be expelled. The IEP/staffing team may consider moving the student to more appropriate placement due process.

If the IEP/staffing team determines that the student's misbehavior is not related to his handicapping condition and that the student's current educational program is appropriate, the Principal and Superintendent may recommend to the Board of Director that the student be expelled. Parents must be informed of the right to file an appeal for an impartial administrative hearing. Stay put provisions shall remain in effect during the administrative hearing process.

5. If the Board of Director decides that the student shall be expelled, for a period not more than the rest of the school year, the IEP/staffing team shall meet again to determine an appropriate alternative educational program for the expelled student. Expulsion of an exceptional education student does not mean that educational services are terminated.

If the IEP/staffing team determines that a home instruction program is necessary for an exceptional education student who has been removed from the school because of unacceptable school behavior, the IEP/staffing team will review the home instruction program at least every 30 days to determine the appropriateness of the home instruction.

### **Fighting**

There are better ways to solve disagreements than fighting. The school principal, counselor, or teachers will be glad to furnish alternate ways to help settle disputes. In fact, we insist that one of these people be involved before fighting does occur.

### **Firearms**

Students who bring a firearm(s) to school shall be expelled for no less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend the expulsion requirements be modified for a student on a case-by-case basis.

The term "firearm" means:

1. Any weapon(s) which will or is designed to or may readily be converted to expel a projectile by the action of explosive or any propellant;
2. Any type of starter gun, BB gun, or pellet gun;
3. The frame or receiver of any such weapon;
4. Any firearm muffler or firearm silencer; and
5. Any destructive device.

The term “destructive device” means:

1. Any type of explosive, incendiary, poison gas (e.g. bomb, grenade, rocket, or missile);
2. Any type of weapon which will (or can) expel a projectile by the action of an explosive or other propellant; and
3. Any combination of parts designed to convert any device into a destructive device.

For the purpose of this policy, bringing a firearm(s) to school includes:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is used by a school group;
3. Off the school grounds at a school activity, function, or events; and
4. In any building, area, or vehicle owned, leased or borrowed by the school district.

The firearm(s) under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

### **Grading System**

The Clarksville School uses a grading system of A through D- as passing and F being a fail grade. Those receiving an F grade for a semester will lose one credit for each such grade in any course. If the F grade is received in a required course, it will be necessary for the student to repeat the same course over the following year, before graduation.

All grade point standings for purposes of honor roll are computed as follows: A=4, B=3, C=2 and D=1. Grade point and honor roll will be computed on all subjects taken. Class rank is computed on a more finely defined system. If you have questions regarding how this is accomplished, see the Guidance Counselor.

Grade cards are always available for viewing on-line through JMC parent access. Quarter grades are issued on a nine week basis. At the end of the first nine week period, parent-teacher conferences are held and first quarter grades are issued to parents. Parent-teacher conferences are held again during the third quarter. Grades will not be issued to anyone other than a family member or student.

It is your responsibility to attend classes on a regular basis and to do the assigned work and take the scheduled tests. All of these are used to determine the final grade that you, the student, receive. If you have questions about assignments or need help with work, it is up to initiate a conference with your instructor. Instructors see many students daily and it is not possible for them to be aware of all who may need help.

**POOR ATTENDANCE, POOR WORK HABITS, AND FAILURE TO SECURE AND MAKE UP WORK RESULTS IN FAIL GRADES. THE RESPONSIBILITY FOR SECURING PASSING MARKS REST WITH YOU!**

### **Hall Behavior**

Students may not carry pop into the building, through the halls, or store pop in their lockers. Pop or food must be consumed in the cafeteria or disciplinary action will be taken.

School is neither the time nor the place for improper displays of affection. Teachers have been directed to issue one warning and then bring both parties to the office. Follow ups involving parents will be scheduled as necessary.

Students are expected to walk in the hallways and behave in a manner that displays a measure of maturity.

### **HAWK-I Insurance for Children**

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

### **Health Screenings**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **Holiday, Sunday, Vacation Practice Policy**

All school buildings in the Clarksville Community School District will be closed on Sundays and holidays with the exception of open gym. There will be no practice or practice sessions conducted at any place except under the following special circumstances:

1. When an extracurricular or co-curricular activity is scheduled on a Monday or Tuesday and there is no adequate time to prepare.
2. During other vacation days, practices may be scheduled if the conditioning or maintenance of skills is necessary for subsequent public performances.

Request for such activities must be cleared through the Athletic Director and/or Principal. ALL PRACTICES AND ANY EVENT THAT WOULD BE SCHEDULED DURING A VACATION PERIOD IS A VOLUNTARY ACTIVITY FOR THE STUDENT. A COACH OR SPONSOR OF THE ACTIVITY WILL ALWAYS MAKE IT KNOWN TO THE STUDENT THAT IT IS AN OPTIONAL PRACTICE WITH NO PENALTY FOR MISSING THE ACTIVITY DURING SCHOOL VACATION.

### **Homecoming Floats**

Homecoming floats may be constructed off school property under the supervision of parents or staff members.

This arrangement will allow better control of student behavior and further permit some time frames to be set up and honored.

Prior to Homecoming week, construction will be organized through class meetings with sponsors. Every effort will be made to plan for the float construction. Ideas and method of construction, lists of materials and cost estimates would be helpful for completion. Arrangements for availability of materials should be completed with sponsors and the office before construction has begun. Funds are limited for construction purposes.

### **Honor Roll**

An honor roll will be posted for each nine week grading period, plus each semester grading period for all junior-senior high students.

### **Human Growth and Development**

The school district's K-12 health curriculum follows School Laws of Iowa and Board policy wherein it is stated the program is to offer "instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health resources, prevention and control of disease, including characteristics of communicable disease."

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

### **"I" Team**

**GEI Process.** The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams of individual collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, AEA267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

### **Immunizations**

Prior to starting the school year 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 proper certifications 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 exempt from the immunization requirements. Parents who have questions should contact the office.

### **Injury or Illness at School**

School personnel will notify the building principal when a student becomes ill or is injured at school. The parents will be notified immediately through the office of the building principal. In emergencies, a student will be transported to the appropriate medical facility at once. Students who are ill may not leave school until their parents, guardian, or some other responsible adult has been contacted and has given the school permission to let the student go home.

Authorized school personnel will administer emergency or minor first aid when needed. However, the Board is not responsible for the medical treatment of children, the responsibility of the school is to see to it that an ill or injured child receives prompt, competent attention and is turned over to the care of the parents or qualified medical personnel as quickly as possible.

### **Insurance**

We encourage all students to have insurance coverage. Such may be purchased through the school plan if necessary. This is available at fall registration.

All students who participate in athletics must have an insurance waiver on file before they can practice or participate. Forms are available at the registration or from the office.

### **Internet – Appropriate Use**

Because technology is a vital part of the school district curriculum and the internet will be made available to employees and students. Appropriate and equitable use of the internet will allow employees and students to access resources unavailable through traditional means.

Student will be able to access the internet through their teachers only.

The internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other student records. Employees and students will be instructed on the appropriate use of the internet. Parents will be required to sign a permission form to allow their student to access the internet.



### **Interrogation by Outside Agency**

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **Library**

The purpose of the Clarksville Senior High Library / Media Center is to implement, enrich, and support the educational program of the school and to serve the individual needs of students and teachers.

When using the Media Center for class assignments, independent study or recreational pursuits, remember that the area is a classroom and you must respect others working in the center.

Become familiar with the policies outlined in this manual and the organization of the Media Center.

Students may check out of study hall to come to the library. The system of leaving a study hall for the library is as follows:

1. A student will (with teacher permission) have his/her name placed on a list of those going to the library.
2. All listed students will leave the study hall in a group, taking the list with them and presenting it to the library personnel upon arrival.
3. These students will remain in the library until the period ends.
4. The list will show the number of students, study hall teacher and date.

The library is open for student use during normal school hours. Students may browse the entire collection. Please return all library materials to the book return at the main desk.

Disruptive students will be restricted to study hall with loss of library privileges. Such students may use the library between periods or before and after school.

### **Lockers – Student and Athletic**

Lockers will be assigned to students at the time of registration in the fall. Those who damage their lockers will be fined prior to final year-end check out. You are also reminded that pictures and other materials are not to be posted or glued to the doors or interiors of lockers. It is extremely difficult for summer cleaning persons to remove such items.

IT IS RECOMMENDED THAT YOU NOT KEEP VALUABLES IN LOCKERS, EITHER HALLWAY OR GYM, AS IT IS NOT POSSIBLE TO KEEP WATCH OVER THEM AT ALL TIMES. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS. THEFT WILL BE TURNED OVER TO THE LOCAL POLICE.

THE ADMINISTRATION RESERVES THE RIGHT TO ASK TO VIEW INNER CONTENTS OF LOCKERS FOR CLEANLINESS, CONTRABAND OR SCHOOL PROPERTY. PERIODIC LOCKER INSPECTIONS WILL BE MADE WITHOUT PRIOR NOTICE THROUGHOUT THE SCHOOL YEAR, WHEN CONDUCTED, ANOTHER PERSON WILL BE PRESENT.

THE FOLLOWING RULES ARE SET FOR THE LOCKER ROOM:

1. The student is responsible for picking up his/her equipment and for taking it home. Also place all tapes and other disposable items in the waste receptacles provide.
2. Physical education classes are also responsible for keeping these areas picked up and clean.
3. Ask your coach or physical education instructor to provide a valuable bag for you. Do not leave money or other valuable items in the unsupervised locker room area unless under lock and key.
4. Clothing that is left lying on the floor, locker tops, or in the gym proper will be thrown in the trash.
5. Please flush bathroom facilities when used so that odors do not penetrate into the clothes in the area.

6. Pop is not to be consumed in the gym or lockers. Use the multi-purpose room and deposit all cans in receptacle provided.
7. Soap is provided for showers. Please use the receptacle provided. When the soap is ready to be thrown away, place it in waste baskets, not the floor.

**Lost and Found**

Items that are found in the school area will be placed in the office in a box or kept in the secretary’s desk. If you have a lost item, please check these areas first. In case of physical education or athletics also check with your coach or instructor. Items of clothing and shoes will be kept for a short time only and then given to Goodwill if not claimed.

You are again advised not to leave valuables and money in lockers or other open areas as we are not able to watch all areas and will not be responsible for stolen or misplaced articles. If articles are stolen, please report this to the office and police.

**Minimum Graduation Requirements**

	<u>Class of 2017</u>
Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Health	1 credits
Character Development	1 credit
Computer Applications	1 credit
Financial Literacy	1 credit
Physical Education	4 credits
Electives	<u>18 credits</u>
<b>Total</b>	<b>52</b>

The Clarksville Board of Education currently requires 52 credits for graduation as indicated above.

All students are required to carry six courses plus physical education each semester. If band and vocal are taken simultaneously, they must be counted as a sixth course. If only one is taken, it does not count as a sixth course. Those students with learning disabilities are allowed to count one period for resource time as a sixth course. Students who are academically able are encouraged to add a seventh course.

Physical education requirement: required of every student in grades 7-12, unless excused by a physician or an activity waiver.

All students wishing to change their course of study must have the change approved by the instructors involved, the high school principal, the guidance office, and their parents.

If a required course is failed, it must be repeated as soon as possible.

**Motor Vehicle Use**

Activity buses or other school vehicles are provided to transport students attending athletic, music, or other school sponsored events.

Students will be returned to the school building at Clarksville; it is their parents’ responsibility to pick them up at the school.

Under no circumstance will a student drive himself / herself to or from a school sponsored activity. Exceptions:

1. A student may ride home with his/her parents by following the procedures under “Pep Busses”.
2. Other exceptions to this rule can be granted only by the Building Principal and/or the Superintendent.

**Music Lessons**

Every attempt will be made to schedule music lessons from study halls. Exceptions will be dealt with on an individual basis.

### **Nit-Free Policy**

Head lice are basically harmless, but are a nuisance because they can spread very easily through contact. If a student is identified as having head lice, he/she must be treated at home with a special comp to remove the nits. The student may return to school once he/she is “nit-free”. By following through with this policy, we can prevent the spread of this pesky problem! Additional treatment steps may include washing clothes, bed linens, and towels. Use hot water and dry on hot cycle for at least 20 minutes. Items not machine washable should be dry cleaned or stored at room temperature in a lightly sealed bag for at least two (2) weeks. This also applies to headphones and helmets. Soak combs, brushes, etc. for at least 10 minutes in water that is at least 130 degrees Fahrenheit. For other assistance call Butler County Public Health or the Iowa Department of Public Health at (515) 281-5643.

### **Noon Lunch**

Meals are to be purchased before school. All sack lunches will be eaten in the cafeteria. Other food and drink products must be consumed only in the cafeteria – not in classrooms or hall area. Students may not leave the building during their assigned lunch period.

### **Off Premises Activities**

Students participating in school-sponsored activities, field trips, or educational experiences away from the school grounds, shall be subject to all rules and regulations outlined in the District’s Student Conduct Code and Administrative Regulations.

### **Office Hours**

The office is open for students Monday through Friday 8:00 a.m. to 4:00 p.m. Custodians will not be open classroom doors for students after hours.

### **Open Enrollment**

Parents/guardians considering the use of the open enrollment option to enroll their child or children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2016	Last date for regular open enrollment requests for the 2016 – 2017 school year.
September 1, 2015	Last date for open enrollment requests for entering kindergarten students and those students falling under the “good clause” definition for the 2016-2017 school year.
March 1, 2017	Last date for regular open enrollment requests for the 2017-2018 school year.

Parents/guardians of open enrolled students whose income falls below federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent’s office at (319)278-4008.

### **Parent-Teacher Conference**

Parent-teacher conferences are scheduled after the first quarter and at the end of the third nine week grading periods. We encourage all parents to make it a point to visit with teachers.

We welcome parent visits or conferences at any time. We do ask that you call to determine when the staff member is free if you do desire a conference. If you wish to visit a class your student is in, we will be happy to issue a visitor pass to do so.

Junior and senior high school students have not reached a point where they do not need your interest and involvement in their education. The poorest excuse for not visiting is that a student does not want to you. This could indicate that he/she has something they would not like parent’s to be aware of.

### **Parking and Driving**

Students who drive motor vehicles to school may park in the student parking area east of the building. Faculty and visitors will be permitted to park along the street south and west of the building. Students who do not park properly will have their cars towed at their expense. Cars should be kept locked at all times; if someone enters your car without permission, report such to the office immediately for your protection. The school district cannot be responsible for any damage and/or theft occurs in the lot. The following types of driving are unacceptable and will be subject to prosecution: “squealing tires”, “excessive speed”, “donuts”, or “spinouts”, and “reckless or dangerous driving”.

### **Pass Procedure**

To go to other areas from study hall the student must make arrangements with the teacher to whom he intends to report prior which he wishes to spend with that teacher.

1. Get permission and a pass from the teacher you wish to spend that period PRIOR TO THE BEGINNING OF THE PERIOD!
2. Take the pass to the study hall you are assigned.
3. After roll is taken, present the pass to the study hall teacher.
4. Remain in the room until the bell at the end of the period.

### **Physical Education**

1. PE is required of all students in grades 9-12, unless exempt for medical reasons. (Doctor’s statement required for medical exemption)
2. Students must furnish their own towels for showering.
3. Students are required to wear tennis shoes, shorts, and tops to PE class. These may be of the student’s choice, as long as they are approved by the PE instructor.
4. Lockers are provided for all PE students. These are the same lockers they will use for athletics. Students must supply their own padlocks.
5. Students are expected to participate regularly in PE. Students who plan to miss a period(s) due to an injury or other medical reason must have a doctor’s statement and a signed note from the parents verifying the reason.
6. Students are not to be excused from PE for band, vocal, or any other type of practice.

### **Positive Behavior Interventions and Support (PBIS)**

PBIS is a school-wide initiative started in 2011-12 school year to help develop greater consistency throughout Clarksville Community School and create a more positive environment for all students and faculty. The main focus of PBIS is to provide a clear system for all expected behaviors in all settings at Clarksville Middle and High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. Schools that implement school-wide systems of positive behavior support focus on taking team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are Defined. A small number of clearly defined behavioral expectations are defined in positive, simple rules.

Clarksville Middle School and High School’s Code of Conduct is:

- Commitment
- Honor
- Success

2. Behavioral Expectations are Taught . The behavioral expectations are taught to all students in the building, and are taught in real settings, including the lunchroom, hallway, parking lot, locker room/bathroom, and for activities and field trips. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Showing commitment by being in class on time
- Showing success by being engaged in class
- Showing honor by not being a bully
- Showing success by giving respect to everyone
- Showing honor by wearing appropriate attire
- Showing commitment by not using cell phones
- Showing honor by being socially appropriate

Behavioral Expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. When PBIS was first initiated, the students took part in creating videos to help teach our expectations.

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. CHS has designed a formal system that rewards positive behaviors. Yellow “C” notes are awarded to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers and staff members can award “C” notes to students, whether they teach the students or not. Teachers are free to award “C” notes for anything positive anytime. “C” notes will be collected by students throughout the school year to earn a variety of incentives, such as lunch at an outside table, off campus lunch, free admission to a sporting event, DC ice cream treats, t-shirts, or use of the student lounge during study hall.

4. Behavioral Errors are Corrected Proactively. Through the PBIS system, students, teachers, and administrators all should be able to predict what will occur when inappropriate behavioral issues are identified. When students violate behavioral expectations, clear procedures will be used. Our procedure provides information to the student that their behavior was unacceptable, and prevents that unacceptable behavior from resulting again. A gray discipline slip will be turned in to the administration by a teacher when a student shows an unacceptable behavior at school. Minor behavior problems are those in which the teacher will solve and/or work out with the student. Examples of minors are behaviors such as a “slip” of profanity, arguing with an adult, misusing property, failure to follow directions, or name calling. Major behavior problems will be handled by the principal at his discretion and the student will be removed from the classroom. Examples of majors are behaviors such as using profane language purposefully, hitting/punching, leaving the building without permission, threatening to hurt others, total refusal to comply requiring removal from the situation or possession of drugs, alcohol, or a weapon. Both minor and major behavioral issues can add up, in which more significant consequences are triggered. A minor issue will be handled by that staff member in several ways:

- The student will be separated by not removed from the class and asked to write a reflection about their actions.
- The student will lose a particular privilege.
- The student will be asked to perform thirty minutes of community service in the school.
- The student will be given detention for thirty minutes and parents will be contacted.

Accumulations of minors can turn into major infractions:

- If a student receives 6 minors in one quarter, they become a major.
- If a student receives 10 minors in one quarter, they become a major and a conference with the administrator, teacher (s), and parent is scheduled.
- 3 minors in one day become a major.

Majors can also accumulate and turn into more serious consequences.

1 <sup>st</sup> Major	2 hour detention/or half a day of in-school suspension/or Saturday school
2 <sup>nd</sup> Major	1 day of in-school suspension
3 <sup>rd</sup> Major	2 days of in-school suspension
4 <sup>th</sup> Major	3 days of in-school suspension
5 <sup>th</sup> Major	5 days of suspension
6 <sup>th</sup> Major	Referral to the school board

The school will send a letter home when students receive three or more minor behavior infractions and for any major offenses, along with a phone call for any major behavior infractions.

### **Post-Secondary Enrollment Options Act**

The Post-Secondary Enrollment Options Act was enacted 1987 by the Iowa Legislature. It became a law in 1988 as Chapter 261C of the Iowa Code (1988).

The act is designed to allow full-time high school students who are in the eleventh or twelfth grades to attend any approved two or four year college and enroll in a maximum of six semester hours. An eleventh grade student may enroll in classes at an approved two year or four year college for a maximum of four semesters. A twelfth grade student who enrolls in an approved two year or four year college may attend that college for a maximum of two sessions. A ninth or tenth grade student who is identified as a TAG student by the school district is also eligible to enroll under this act.

Colleges have the right to require the student to meet appropriate standards that may be set down by the post-secondary institution. Eleventh and twelfth grade students who are accepted into a college course are not guaranteed a place in the class that they enroll in. College students are given priority. However, once the eleventh or twelfth grade student has begun, that student can't be displaced by a college student who desires to be in the class.

A student anticipating enrollment under this act, must inform the school district of their intent to participate, apply at the post-secondary institution utilizing the form that may be obtained from the guidance counselor, and sign a statement indicating that the student and parent or guardian have received the information about the act.

The school district then shall certify the eligibility of its students for participation under the act. A student isn't eligible for participation until the district completes the certification of eligibility.

The classes that an 11<sup>th</sup> or 12<sup>th</sup> grade student may take are limited to:

1. Nonsectarian courses.
2. Courses that are not comparable to courses offered by the school district.
3. Credit-bearing courses that lead to an educational degree.
4. Courses in the discipline areas of mathematics, science, social sciences, humanities, and also courses in career option programs offered by area schools.

The cost of the classes which cannot exceed two hundred fifty (\$250.00) dollars must be paid by the school district. The student is responsible for transportation to the college and for the cost of the books, or other fees that may be assessed by the college. Failure of a course will prevent a student for enrolling for another PSEO course unless the (\$250.00) dollar fee is paid back to the district.

The student shall be given high school credit, in addition to the college credit that he/she receives. The school shall adjust the students' high school schedule of classes to allow the student time for travel to the college, and shall also limit the number of classes to be taken proportionately in high school to compensate for the students taking college classes.

All information and enrollment application forms, as well as any other information about the act, may be obtained from the high school guidance counselor.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least 3 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 and posting and distribution of materials.

## **Profanity**

Swearing and other foul language will not be tolerated in Clarksville School. If caught doing so, the following will occur:

- First Offense: Verbal warning
- Second Offense: 30 minutes of school service or 45 minutes detention
- Third Offense: Suspension
- Fourth Offense: Referred to Board of Education

**Note:** Any such language directed toward any school employee will result in automatic suspension.

## **Publications**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

## **Purchases**

Students are not to make purchases of materials that are charged to the school without securing a slip from the office approving such purchase or from the sponsor which will clear payment. Purchases not approved will not be paid back to the student.

## **Registration and Fees**

Before the start of school each fall, a day for fee payment is held. At that time, students may pay all fees required for attending Clarksville Schools.

## **Role of the Student Council**

The student council is not just a social committee. They are your voice government and student input into school affairs. If you have suggestions or concerns, speak to your student representatives. Student council meetings are held monthly during the school year with the principal/guidance counselor acting as advisor. Student council members must maintain a C average (2.00) to remain on the council.

## **Route Buses**

Route buses are provided for students who live outside of town and who cannot or do not wish to drive to school. All school rules apply while riding the bus and the bus driver is considered school authority on the bus. Students will stay in their seats while riding the bus and stay relatively quiet. Your driver gives you an approximate pick up time the first day of school. It is your responsibility to be on time for the bus. We cannot wait for students to get to the bus. If you are not evidently ready to ride the bus, you may be left without a ride. Be ready to board the bus when it arrives at your stop. Radios, cassette players, etc. are not allowed on the school route buses.

Students who continually misbehave may have their bus riding privileges revoked by the principal. Misconduct on the bus will be brought to the attention of the principal by the driver; the principal will contact the parents to discuss the situation.

## **School Day**

Students may be present on school grounds before 7:55 a.m. and after 3:30 p.m. only when they are under the supervision of an employee or extra-curricular / activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

## **School Functions**

All functions carried on by school groups must secure clearance through the office of the high school principal to insure that they are not going to interfere with activities already scheduled. To be sure that your activity gets a calendar date that you desire, be sure to make plans and get it on the calendar well ahead of the time desired. All requests must be made by a sponsor.

## **Search and Seizure**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, inspect or search a student, student lockers, desks, work areas, or student vehicles under the circumstances as outlined in the following regulations: to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises or at a school sponsored activity.

All non-maintenance searches must be based on "reasonable suspicion" and be reasonable in scope.

## **Snowballs**

Students should refrain from the throwing of snowballs on or near the campus as there is considerable danger of serious injury if they are struck in the face with such objects.

## **State Academic Eligibility**

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Have earned passing grades in at least four full-time classes the previous semester;
- Be earning passing grades in at least four full-time classes in current semester;
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad or trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or eligible under state law and regulations if the student is open enrolled.

A student is academically eligible upon entering the ninth grade.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

The Superintendent of schools, with the approval of the local Board of Education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible.

Scholarship Rule 36.15(2) of the Iowa Administrative Code requires:

1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.



2. If a student contestant is NOT passing all courses at the end of a semester the student is ineligible for the first period of 30 consecutive days in the interscholastic athletic events in which the student participates.

If the season ends before 30 school days expire, the extra days carry over to the next sport in which the student participates. A student may NOT use summer school or other means to regain eligibility to make up failing grades during any semester. Ineligibility for academic reasons applies to all levels of completion (varsity and non-varsity) and prohibits ineligible competitors from competing in scrimmages other than intra- squad scrimmages.

If a student contestant in athletics is NOT passing all courses at any check point – any mid-term as well as first and third quarter, Clarksville Community School shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the Department of Education and the community regarding those interventions on the comprehensive school improvement plan. These interventions will include but not be limited to required study sessions for any student contestant who has a failing grade at any mid-term reporting period or at the end of any quarter or semester.

***Passing means any grade of A, B, C, D, or P. A grade of incomplete “I” shall be considered a failing grade. Failing grades include F and any grade of W.***

A final grade is that grade that goes on the student’s transcript and which credit is awarded. A final grade is NOT the grade on the progress report that goes to students and their families at mid-term or the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter. All courses at Clarksville Community School including all PSEO courses are credit coursework.

What is considered participation? Participation is active involvement with the team in all practices and contests. A student must remain on the team from the beginning of the season until the completion of the season to be considered a participant. A student who drops out or is dismissed from a sports team before the end of the season is not considered to be a participant on that team.

What days are included in the “30 consecutive days”? Any calendar day, including Saturdays and Sundays, is included in the 30 day rule. A student may participate after the 30 days are completed. A student may not participate the evening of the 30<sup>th</sup> day.

Grades are considered “issued” on the day they are made available to students or parents. The “look back” period is one full academic year only (if a student has a failing grade at the end of the first semester and does not go out for any for the next two semesters during which he has NO academic failure, he / she will be eligible without sitting out the additional 30 days in the next sport in which he / she competes).

Be aware that if Clarksville Community School permits or allows participation in any event by a person in violation of the eligibility rules, the sanctions may include, but not limited to, the following: forfeiture of contests or events or both, involving any ineligible student (s); adjustment or relinquishment of conference / district / tournament standings; and return of team awards or individual awards or both.

### **Student Discipline and Responsibility**

Students shall demonstrate conduct consistent with the expectations defined in this policy and the administrative regulations supporting it (including Student Handbooks) while under the jurisdiction of the school. This behavior shall respect and take into consideration the rights of others. Students who fail to demonstrate such conduct may be assigned disciplinary consequences which include, but not limited to, removal from the classroom, removal of school privileges, detention, suspension, probation, expulsion, and referral to law enforcement agencies for prosecution. A student may be required to complete an appropriate rehabilitation program. Conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity (including all field trips); conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere is considered misconduct and a violation of this policy. The following are examples of material or subject matter that is considered inappropriate in an educational setting. This is not intended to be an exhaustive list: material that is threatening, harassing, obscene, vulgar, or sexually explicit; material that is discriminatory based on age, race, creed, color, sex, national origin, religion, or disability; material which is otherwise in violation of local, school district, state, or federal rules, regulations and laws.

Students shall receive annually at the opening of school, a publication listing the rules and regulations to which they are subject. These rules shall be developed cooperatively by the faculty, students, and administration, with final authority resting with the administration. The rules shall be approved by and filed with the Board. Students have a responsibility to know and respect the rules and regulations of the school.

All employees of this district share the responsibility for seeing that the behavior of students meets standards of conduct which are conducive to a favorable learning situation. Emphasis shall be placed upon helping the student to developed self-discipline.

The administration may suspend or the Board of Education may expel any student who disrespects, disregards and defies the authority and/or orders of school employees, misuse, damages, or destroys public school property, and disrespects or disregards the rights and welfare of others.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension. If a special education student's suspensions, either in or out-of-school, equal ten (10) days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

The Board believes inappropriate student conduct (misconduct) causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors on school premises.

The following is considered serious student misconduct:

1. Disruption of School: a student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student instigate, encourage, force, or intimidate other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction is reasonably certain to result from a student's conduct. While this list is not intended to be exclusive, the following acts (when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school) illustrate the kinds and types of offenses encompassed here:
  - A. Setting fire to or damaging any school building or property.
  - B. Causing to discharge, displaying or threatening use of firearms, explosives, (including any form of a bomb threat), or other weapons, (actual or simulated), on the school premises.
  - C. Prevention of or attempting to prevent the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on school campus.
  - D. Continuously or intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct class or perform any other professional duties.
2. Damage or Destruction of Private Property: a student shall not intentionally cause or attempt to cause damage to private property on or off the school grounds during a school activity, function or event. Neither shall a student at any time intentionally cause or attempt to cause damage to any private property owned by any employee of the school district whether it is on or off the school grounds.
3. Damage, Destruction or Stealing of School District-owned Property: a student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.
4. Assault on a School District Employee: a student shall not intentionally cause or attempt to cause physical injury to a school district employee. Nor shall any student attempt to harass or intimidate any school district employee as a result of the employee's relationship with the school. Self-defense or action taken in the reasonable belief necessary to defend or protect another person(s) shall not be considered an "intentional act".
5. Physical or Verbal Abuse of a Student or Other Person Not Employed by the School District: a student shall not intentionally cause or attempt to cause bodily injury nor intimidate or otherwise threaten any person:
  - A. on the school grounds during and immediately before and immediately after school hours.

- B. on the school grounds at any other time when the school is being used by a school groups.
- C. off the school grounds at a school activity, function or event.
- D. in any building, area, or vehicle owned, leased, or borrowed by the school district.

6. Weapons and Dangerous Instruments: a student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or any “look-alike” weapon or firearm:

- A. on the school grounds during and immediately before and immediately after school hours.
- B. on the school grounds at any other time when the school is being used by a school groups.
- C. off the school grounds at a school activity, function or event.
- D. in any building, area, or vehicle owned, leased, or borrowed by the school district.

This rule does not apply to normal school supplies like pens, pencils, or compasses, but it does apply to any firearms, any explosive device (including firecrackers), pepper gas, mace, any knife, cigarette lighter and other dangerous objects of no reasonable use to the student at school or on the school grounds.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or recommendation for expulsion.

Parents / guardians of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials.

7. Narcotics, Alcoholic Beverages, Tobacco and Stimulant Drugs: The illegal use of alcohol and other drugs is wrong and harmful. No student shall sell, distribute, dispense, acquire, possess, use, consume or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, sell, distribute, dispense, acquire, possess, consume or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during, or after school hours at school,

or in any other school district location as defined below. In addition, no student shall possess, use, or distribute tobacco products (or “look-alike” substance that appear to be tobacco) nor shall any student possess, use, or distribute any “look-alike” substances that appear to be alcohol or any of the substances defined above in this section, or possess, use, or distribute drug paraphernalia. (Use of a drug authorized by a medical prescription form a registered physician shall not be considered a violation of this rule. All drugs are to be dispensed from the nurse’s office).

“School district location” means in a school building or on school premises; in a vehicle owned, leased or borrowed by the school district, or in other school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. Or otherwise:

- A. On the school grounds during and immediately before and immediately after school hours.
- B. On the school grounds at any other time when the school is being used by a school group.
- C. Off the school grounds at a school activity, function or event,
- D. In any building, area or vehicle owned or leased or borrowed by the school district.

8. Repeated School Violations: A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substituted teachers, teacher’s aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

9. Alleged serious misconduct by any student of any of the above described acts shall be dealt with as prescribed in the Administrative Procedure and Rules applicable to this Policy.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## Administrative Procedures for Dealing with Student Misconduct

1. **PENALTIES:** In all disciplinary cases in which penalties are to be assessed, the person administering the penalty shall make every attempt to assess reasonable and appropriate penalties. The following are the usual kinds of disciplinary actions which may be taken:
  - The assignment of Detentions
  - Probation
  - Removal of school privileges (including removal from class)
  - In-School Suspension
  - In-School Suspension on Saturdays, extended school days, or a non-teaching day (not to exceed five (5) days for one offense)
  - Assignment to an intervention program and/or suspension center
  - Short-term Suspension (not to exceed ten (10) days)
  - Long-term Suspension
2. **COVERAGE:** Alleged misconduct of students shall be dealt with by the principal or the principal's designee (future reference to "principal" will also refer to any other school administrator to whom he/she may delegate his/her authority):
  - A. Upon referral from classroom teachers or school employees
  - B. Upon violations of the attendance policies and/or other regulations of the school.
  - C. Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct,
  - D. Whenever the principal (or the principal's designee) deems it advisable that he/she deal personally with the incident.
3. **PRINCIPAL'S INVESTIGATION:** In dealing with the alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if possible (and reasonable). If the student makes a reasonable claim of other defensible matter that, if true, would free him/her from blame but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented to the principal.
4. **SUMMARY SUSPENSIONS:** If the principal witnesses, or had reported to him/her, any serious misconduct and if, in his/her professional judgment, the removal of the student or students is necessary to prevent the material disruption of the school or to restore order or to protect persons in the school or on the school grounds, he/she may immediately suspend the student. In such cases, the principal is not required to conduct an investigation described above before he/she suspends, but he/she shall carry out such investigation and decide on any additional disciplinary action as soon as is reasonable.
5. **SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY:** When a student is suspended, the principal shall attempt to reach the student's parent or legal guardian to inform them of the school's action and to request that a parent or legal guardian come to school for the student or otherwise provide for the student's departure from school and school grounds. If the principal cannot reach the parents or legal guardian, the student must stay in school or on the school grounds in a place designated by the principal until the close of the school day. If in the professional judgment of the principal, the continued presence of the student in the school or on school grounds presents a danger to others or would substantially disrupt the operation of the school, the principal may cause the student to leave the school and school grounds before contact is made with the parent or legal guardian; however, due consideration shall be given to the age of the student as well as the distance to the home. The assistance of law enforcement officials may be used when necessary.
6. **NOTICE OF SUSPENSION AND PROVISION FOR CONFERENCE:** When a student is suspended, the principal shall:
  - A. Send a statement to the student's parents or legal guardian, the superintendent of schools and the President of the School Board, describing the student's misconduct, the action taken, and the reason for the action.

- B. Schedule a conference with the student's parents or legal guardian before or at the time the student returns to school.

7. INITIATING LONG-TERM SUSPENSION OR EXPULSION:

- A. Chronic Offenders: If a student has been suspended at least two (2) times with the same school year, the principal may recommend to the superintendent that the student be considered for long-term suspension or expulsion by the Board of Education.
- B. Serious Student Misconduct: If the principal, after an investigation of serious student misconduct decides that a penalty more severe than any within his/her authority is warranted, he/she may recommend to the superintendent that the student be considered for long-term suspension or expulsion by the Board of Education.
- C. Nothing above prohibits the principal from invoking a short-term suspension or other sanction within his/her authority before referring the student to the superintendent.
- D. Written notice of the request for consideration of long-term suspension or expulsion by the Board of Education shall be given to the superintendent, the President of the Board of Education, the student and the parent or guardian. Such notice shall contain the specific rule violated, alleged misconduct, time, date, place of the hearing, and notification of the right of representation.

8. DISSEMINATION OF POLICIES: The Board of Education shall provide for notice of all policies and regulations affecting student conduct which could result in suspension or expulsion to be given to the student and parents as well as school district employees. Publication of such rules and regulations in student handbooks shall be considered adequate notice. Students shall be notified of reasonable changes in regulations through the daily student bulletin (as posted and/or read) before such changes are implemented.

9. APPEALS: Students and parents or legal guardians who believe disciplinary penalties have been administered unfairly may appeal to the next highest authority. Such appeal shall be within five (5) days of the assessment of the penalty. Such appeals may be continued up through the Board of Education in the following order: (1) teacher, (2) principal, (3) superintendent, and (4) Board of Education. Whenever appeals are filed, they shall be in writing and shall be filed within five (5) days from the date of the decision being appealed.

A conference shall be held for each appeal, including the school official hearing the appeal, the school official from whose actions the appeal originated, and the students and/or his/her parents or legal guardian. Decisions regarding appeals at all levels shall be in writing. Students who are 18 years old may represent themselves. An appeal which is upheld shall, if possible, cause the penalty to be removed. If the penalty has already been administered, all written records of the disciplinary action shall be removed from the student's disciplinary file and destroyed.

10. DISCIPLINARY PENALTIES DEFINED:

- A. Removal of school privileges means a restriction from activities. The student may not attend school activities or participate in a contest or extracurricular activities. Removal of school privileges can mean also a restriction from attendance or participation in class activities.
- B. Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.
- C. Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the licensed person disciplining the student or the building principal.
- D. When a student is on probation, he/she shall be allowed to continue attending school according to the conditions established by the principal. These conditions must be reasonable but may exceed those expected of students not on probation. Violations of these conditions may be considered cause for recommendation to the superintendent that the student be considered for long-term suspension from school.
- E. Suspension means either an in-school suspension or an out-of-school suspension.

- (1) An in-school suspension means that student will attend school but will be temporarily isolated from one or more classes and in a location designated by the principal. The principal may

invoke an in-school suspension after conducting a proper investigation. Each of the requirements for a suspension must be followed. An in-school suspension can be assigned on Saturday(s) or a non-teaching day (not to exceed five (5) days for one offense). An in-school suspension will not exceed ten (10) days.

- (2) An out-of-school suspension is a denial of the student of the right to attend classes and to take part in school sponsored activities for any period of time up to and including ten (10) school days. The principal may invoke an out-of-school suspension after conducting a proper investigation.
- (3) A long-term suspension (or expulsion) may be assigned for a period of time greater than ten (10) school days by the Board of Education at a special hearing called for this purpose after recommendation for consideration of such long-term suspension or expulsion by the principal to the superintendent.

F. SUSPENSION CONFERENCES: Before a student returns to “regular status” following a suspension, a parent-student-principal conference is required.

11. CLASSROOM RULES: Teachers are expected to make and enforce reasonable classroom regulations. Teachers may also use other typical disciplinary sanctions (e.g. conferences with students, requiring the student to stay before or after school with the teacher, etc.) to deal with a student’s violation of classroom rules. Students who violate classroom regulations may be referred to the principal’s office for disciplinary action.

12. REFERRAL TO THE OFFICE: Students who have been referred to the principal’s office for disciplinary action will be expected to complete the appropriate form as directed by the principal. A record of the disciplinary problems and the action taken will be maintained by the principal’s office for each student appropriately referred. When the principal takes disciplinary action, the student’s parent/guardian will be informed.

13. THE DEMERIT SYSTEM: The demerit system is used for violations of general disciplinary and attendance regulations and will be assigned by the building principal:

- A. As violations occur, a demerit is assessed for each violation.
- B. When a student accumulate three (3) demerits in a school year, a Saturday or in-school suspension will be issued. Failure to serve the assigned suspension will result in an out-of-school suspension.
- C. When a student accumulates five (5) demerits in a school year, a Saturday or in-school suspension will be issued. Failure to serve the assigned suspension will result in an out-of-school suspension.
- D. If a student receives a sixth (6) demerit in a school year, the student may be referred to the Board of Education for consideration of long-term suspension or expulsion from school.

Typical violations may include but are not limited to the following:

- (1) Unexcused Tardies (3)
- (2) Failure to serve detention
- (3) Profanity
- (4) Vandalism of any form \*
- (5) Cell Phone/Technology Devices
- (6) Dress Code
- (7) Public Display of Affection
- (8) Motor Vehicle violation – unsafe, reckless, and/or inappropriate motor vehicle driving practices on or near the school which includes Mather Street and Prospect Street.
- (9) Any Bullying/Harassment

\* The building principal and superintendent shall determine and notify parents of restitution charges for damages resulting from vandalism. Parents are responsible for any and all vandalism caused by their student(s) and shall reimburse the school district for all charges.

These are some usual demerit assessments. Students who frequently or chronically violate school regulations should expect to be assigned more than the usual number of demerits.

### **Student Due Process and Grievance Procedure**

The Constitution of the United States and Iowa guarantee each individual due process rights. The following elements of procedural due process will be present when violations of District policy require the disciplining of a student:

1. The Student is notified/informed of the infraction.
2. The student has the opportunity to present his/her side of the story.
3. The teacher/supervisor/principal determines the level of discipline to be imposed, if any.
4. The student accepts the discipline, or requests a hearing with the next level of the student grievance procedure. This procedure will be:
  - A. teacher/supervisor involved
  - B. principal
  - C. superintendent
  - D. board of education

Further appeals may be made to the Iowa Department of Education, or the Iowa Court System. No student will be denied his/her personal or constitutional rights.

Grievances against any school employee should follow the chain of command:

- Step one - visit with the involved employee within 5 days of the occurrence causing the grievance. If the matter is not resolved satisfactorily, proceed to step two.
- Step two - visit with the principal within 5 days. If the matter is not resolved satisfactorily, proceed to step three.
- Step three - visit with the superintendent within 10 days after visiting with the principal about the grievance. If the matter is not resolved satisfactorily, a request may be made to be placed on the agenda of a regularly scheduled school board meeting.

### **Student Load**

All students will carry a minimum class load of six daily classes, may include band/chorus. Those desiring to carry a heavier load must secure permission from the principal and the guidance office. Students who are members in good standing of athletic teams may ask to be excused from physical education during the period of time they are a member of the team if they are involved in taking seven classes.

### **Student Records**

The Clarksville Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The board recognizes the importance of maintaining student records and preserving their confidentiality.

Parents and eligible students (those students at least 18 years of age) will have the right to inspect and review the student's records during the regular business hours of the school district.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained, or used by the school district. If the parents or eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. (Procedures concerning the district's response to such a request are contained in Board Policy #506.1.)

Personally identifiable information within student records will not be disclosed without the consent of parents or an eligible student with two significant exceptions. 1) Student records may be disclosed in limited circumstances without parental or eligible student's written permission under circumstances applicable as a result of federal or state laws or regulations. Such disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or eligible student. 2) Student directory information (see the explanation in the following section) will be released by the district without parental or eligible student's written permission unless the

parents or eligible student notifies the administration in writing within three days of registering the student that they do not want directory information or portions of it to be released without their consent.

For further information about accessing student records, parents or an eligible student may obtain copies of Board Policies #506.1, #506.1R1, and #506.2 by contacting the board secretary in the district's central office.

Parents or an eligible student have the right to file a complaint alleging the school district failed to comply with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, DC 20202-4605.

### **Student Directory Information**

All school parents should be aware that the information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school that the student is attending within three days of registering the student. It is desirable to renew this objection at the beginning of each school year.

Directory information may include but is not limited to the following:

- name, address (physical & electronic), and telephone listing;
- date and place of birth;
- participation in officially recognized activities and sports, weight and height of members of athletic teams;
- awards received;
- image &/or work as part of presentations, programs, or publications, transmissions, or other educational endeavors on the web &/or released to the news media;
- dates of attendance;
- the most recent previous school or institution attended by the student;
- and any other similar information.

### **Student Suspension**

1. The principal of each school building may temporarily suspend a student for a period not to exceed 3 days for disciplinary reasons by following due process procedures.

The minimal due process procedures include the right of the student to:

- A. be given oral and/or written notice of the charge;
  - B. be given the opportunity to admit or deny such charges;
  - C. be given an explanation of the evidence against the student if he/she denies the charge;
  - D. be given the opportunity to explain the situation.
2. The superintendent may extend the suspension upon the principal's request, for a total of not more than 10 days. The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions.
  3. Readmission of the student after short-term suspension shall be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.
  4. Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.



### **Suspension of Exceptional Education Students**

For purposes of this regulation, suspension is defined as the temporary exclusion of an exceptional educational student from school totaling no more than ten (10) days during a school year without consideration of a change in placement by the IEP/staffing team. This procedure shall also apply for in school suspensions when the exceptional education student is excluded from the regularly scheduled school program in its entirety.

When a building administrator has reason to believe that an exceptional education student may have violated a school district policy or regulation and thus be subject to suspension, the building administrator shall conduct a fair and impartial hearing utilizing the procedures outlined on page 28, in addition to the procedures set forth on page 28 the following practice shall apply when exceptional education students are involved in alleged violations:

1. The building administrator shall determine if the student's IEP has established consequences for the misbehavior in question.
2. The informal hearing shall include the building administrator, the student, the student's teacher or a member of the student's IEP/staffing team.
3. The building administrator shall notify the student's teacher and appropriate members of the IEP/staffing team of the decision to suspend.
4. After the student's teacher and appropriate members of the student's IEP/staffing team have been notified of the student's suspension, an IEP review shall be scheduled to discuss the student's suspension and to review the appropriateness of the student's IEP. The IEP/staffing team shall consist of the building administrator, a representative of the agency, other than the student's teacher who is qualified to provide or supervise the provision of exceptional education: the student's teacher; members of the diagnostic - educational team; the student's head of household; the student, if appropriate; and other individuals as designated by the parents, school district or the Director of Special Education.
5. The IEP/staffing team will review the behavioral management goals and objectives of the student's IEP. If the IEP/staffing team decides that the student's behavior that led to the disciplinary action is related to the student's handicapped condition, the IEP/staffing team will develop or modify the student's IEP goals and objectives as necessary. The IEP goals and objectives shall include a description of how the student will be taught appropriate behavior.
6. The procedure for subsequent suspensions is the same as for the student's first suspension. When the total number of days of the student's suspensions for the year approaches ten (10) school days; the team must begin to consider the appropriateness of the student's program and the relationship of the inappropriate behavior to the student's handicapping condition. Due process procedures shall be followed when the student has been suspended for ten (10) school days in a single school year. Suspension of a student for ten (10) school days in a single year requires a consideration of a change of placement by the IEP/staffing team.
7. When the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, such as a student may immediately be removed from school without a prior hearing. During the student's suspension, the building administrator will arrange a meeting with the student's head of household, the student's teacher, other appropriate exceptional education personnel and, if appropriate, the student. The purpose of this meeting shall be to discuss the student's suspension, review the appropriateness of the student's IEP, and to develop or modify a behavior management plan for the student's IEP, if necessary. The plan shall include a description of the means by which undesirable behaviors will be managed and decreased, including crisis management techniques and planned disciplinary procedures, if necessary.

Code of Iowa, Chapter 281 defines these students as special education students. An exceptional student as defined herein does not apply to gifted students unless there is an accompanying handicapping condition.

## **Study Hall**

All students will be assigned to a supervised study hall during periods when they do not have class. Absolutely no student will be allowed to schedule more than two study halls per day. The following rules apply to study hall situations:

1. Students will sit in seats assigned by the teacher;
2. No one is permitted to leave study hall before attendance is taken;
3. Students are not talk unless given permission by the teacher;
4. Students may check out of study hall to the following areas:
  - A. Library
  - B. Computer Lab (only if taking computer course otherwise it requires a pass from a teacher).
  - C. Principal's Office
  - D. Counselor
  - E. Music lessons
  - F. Restroom
5. Students may obtain a pass from a teacher to check out to other areas of the building;
6. Study hall teachers will not issue passes to students. Students must have previously signed pass before they enter study hall.
7. Students are expected to bring enough work to keep them busy for the entire study period. Students will not be permitted to go to their locker after the period begins. Students who continually fail to bring enough work to keep them busy will be assigned detention.
8. Students who have checked out of study hall must be signed in, and in their seats at least 2 minutes before the end of the period. If you have not signed in by the end of the period, you will be considered tardy and must obtain a pass from the principal's office. Exception: Students who have music lessons the last 15 minutes of a period will stay in either the band or vocal room until the bell rings.

## **Testing**

The Iowa Assessment Exams are administered on a regular schedule. These tests are very important to both the school and the student. They allow the school to determine areas where curriculum needs to be improved and for the student they act as a guide to how well he or she is doing in specific areas and provide information to technical schools, colleges, prospective employers and the military.

NWEA, ACT, Merit exams and others are also scheduled.

The guidance office has a varying list of vocational and college tests which are either administered yearly or are available or students to sign up to take. Course work tests are administered by the instructors and the grading of these is determined by the instructor.

Junior high students will take the Iowa Tests of Basic Skills on a yearly schedule. Again these tests provide information to the school about curriculum and to the student and parent about educational growth by the student.

Students should be aware that how everyone scores on the ITBS and the ITED tests is measured against all other students in the United States and in Iowa. Iowa has always been at the top in its student abilities in these areas.

## **Tobacco Policy**

Students are not allowed to smoke, chew, or carry tobacco in the high school building or on the school grounds, or during any school sponsored activity off school grounds. If tobacco is seen in the possession of students, it will be taken and the student will be given one hour of detention.

A student will be considered smoking when he/she has a lighted cigarette in his/her mouth or hand, was seen by a staff member disposing of a cigarette, or if smoke is seen coming from an enclosed area where a student or students are located (such as a lavatory stall).

A student will be considered "chewing" when he/she is seen putting tobacco in his/her mouth, is observed "chewing" it, or

when tobacco or tobacco juice is found to have some from his/her mouth.

1. 1st Offense: 1 day suspension
2. 2nd Offense: 2 day suspension
3. 3rd Offense: Referred to Board of Education

### **Visitors**

All visitors must check in at the office. Main building entrances are locked at 8:30 am and remain locked for remainder of the day. All visitors on campus are monitored by a security system and must be 'buzzed in' to enter the building. Classes will not be interrupted for visitation, only in an emergency situation. Messages will be taken in the office and delivered as soon as possible. Students may not leave the campus during noon hour to visit with companions, friends, or relatives. Clarksville school has a closed noon hour.

### **Waiver of School Fees**

Students whose families meet the guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary fee waiver of student fees. Parents or students who believe they may qualify for temporary hardship should contact the business manager for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Weapons**

School district facilities are not an appropriate place for weapons or dangerous objects. 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. Weapons can include but are not limited to guns, knives, razor blades, laser lights, sharp objects, and blunt objects, real or toy, which are used in a threatening manner and/or to harm others. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or 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 shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Board Policy # 502.9

### **Weather Conditions**

In the event of bad road or weather conditions that make it necessary to close school, radio and television stations KWAY Waverly, KCHA Charles City, KXEL Waterloo, KWWL radio and TV in Waterloo, KOEL Oelwein and WHO Des Moines will be notified. The information will be given to these stations as soon as possible to determine that there will not be school.

# CLARKSVILLE HIGH SCHOOL LOYALTY

We're loyal to you, Clarksville High  
We're loyal to you, Clarksville High  
We'll back you to stand 'gainst the  
best in the land  
For we know you've got sand  
Clarksville High

Rah! Rah!

So land on that ball, Clarksville High  
We're backing you all, Clarksville High  
Our team is our fame protector  
On boys, for we expect a victory from you  
Clarksville High

Chee Cha Ha Ha Ha  
Chee Cha Ha Ha Ha

Clarksville High  
Clarksville High  
Clarksville High

Fling out that dear old flag of maroon and white  
Send out your sons and daughters.  
Fighting for rights  
Like men of old or giants  
Facing reliance  
Shouting defiance  
Oskee-wa-wa  
Amid the broad green plains that nourish the  
land  
For honest labor and for learning we stand  
And unto thee we pledge our heart and hand  
Dear Alma Mater, Clarksville High

Rah!

