

Clarksville Junior & Senior High School Student Handbook 2025-2026



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.

318 North Mather Street
Clarksville, Iowa 50619
www.clarksville.k12.ia.us

This handbook includes a table of contents, which is divided into the following sections:

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Introduction

Welcome to another school year at Clarksville! With a positive attitude and solid work ethic on your part, we're sure you can achieve success. Please familiarize yourself with this handbook and keep the following general expectations for all students and people associated with the school in mind.

1. **Trustworthiness:** Do what is right, even when no one is watching.
2. **Respect:** Treat others how you want to be treated.
3. **Initiative:** Take charge of your life by giving your best you can in each given moment. Do more than is required of you. Speak up.
4. **Believe in yourself:** Positive self talk accompanied by planned action will take you a long way.
5. **Excellence:** In all you do, strive for excellence. Never stop striving to be the best version of you.

The primary purpose of school is to provide the opportunity for a quality education. There are many facets to JH/HS, but the primary focus is on academic achievement. You will be given the very best educational opportunities we can provide. You are responsible to make the best of those opportunities.

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 Boysen, 318 North Mather Street, Clarksville, Iowa 50619, (molmstead@clarksville.k12.ia.us) 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). The address for the District 7 Office for Civil Rights, Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov

A Word to 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 fully understand the regulations of our school;
7. You, as a parent, take an interest in school activities and organizations.

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. The first contact should be made to your child's teacher. If you are not able to resolve the problem with the teacher, then feel free to call the principal's office. Most problems can be solved through open and honest discussion, 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 or Student Success Coordinator. 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 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 PK-12 Principal as the Level I investigator 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.

Academics

Artificial Intelligence

Artificial Intelligence (AI) technologies have the potential to enhance learning and creativity when used appropriately. This policy is designed to guide the responsible and ethical use of AI tools by students within our school community.

1. EDUCATIONAL PURPOSE

Students must use AI tools only for school-related educational purposes as directed by teachers or school personnel.

- Use of AI for personal, entertainment, or non-academic reasons is not allowed during school hours or on school devices.
- Submitting AI-generated work as your own without teacher approval is considered academic dishonesty.

2. ETHICAL CONDUCT

Students are expected to use AI tools responsibly and with integrity.

- All work must reflect the student's own effort and learning.
- Use of AI to plagiarize, cheat, or bypass learning expectations is strictly prohibited.
- Students must respect intellectual property, avoid copying without credit, and follow all copyright laws.

3. PRIVACY AND DATA PROTECTION

To protect personal and school-related information

- Students must not enter or share personal or sensitive data (e.g., full names, addresses or passwords) when using AI tools.
- Students should seek teacher guidance before using AI platforms that collect user information.
- AI tools should not be used to access or share private information about others.

4. RESPECTFUL INTERACTION

All interactions with or through AI platforms must meet the same behavioral expectations as in-person conduct.

- Disrespect, inappropriate or abusive communication - whether directed at others or expressed through AI-generated responses- is unacceptable.
- **Students may not use AI to generate, share, or spread text, images, or other media about other individuals without their knowledge and permission.** This includes, but is not limited to, creating fake conversations, altered images, impersonations, or false representations of peers, staff, or community members.
- Any attempt to use AI tools to harass, embarrass, or target others will be treated as a serious violation of school policy.

5. SAFETY AND SECURITY

Students are expected to use AI tools in a safe and secure manner that protects both themselves and others.

- **AI must not be used to access, create, or distribute inappropriate, harmful, or explicit content.**
- Students may not use AI to produce or share personal or identifying information, images, or narratives about others without permission. This includes attempts to simulate another person's identity or likeness using AI.
- Any exposure to concerning content or misuse of AI tools should be reported immediately to a teacher or administrator.
- Students must not attempt to bypass content filters or security restrictions on school-issued devices or networks.

6. RESOURCE RESPONSIBILITY

While AI can assist with learning, it should not replace a student's own thinking and effort.

- Students must use AI tools responsibly, understanding the impact they can have on learning outcomes.
- Relying too heavily on AI can limit academic growth and raise ethical concerns.

7. MONITORING AND COMPLIANCE

The school reserves the right to monitor AI usage on school devices and networks.

- Monitoring will be conducted ethically, with respect for student privacy and rights.
- Students are expected to cooperate fully with any investigation related to the misuse of AI tools.

8. CONSEQUENCES FOR MISUSE

Violations of this policy will result in disciplinary action as follows:

	Academic Integrity Offenses	Creating/Disseminating Unethical Content
1st offense	Forfeiture of grade on assignment and a parent-teacher conference .	Disciplinary actions will be issued case-by-case depending on the severity of the content. Disciplinary actions for these violations may include but are not limited to: • Immediate confiscation of devices involved (if applicable). • Mandatory conference with administration and parent(s)/guardian(s). • Suspension of school technology privileges. • Additional disciplinary consequences aligned with the school's code of conduct, up to and including suspensions, expulsions, or further follow up with law enforcement.
2nd offense	Forfeiture of grade on assignment, parent/teacher conference, & loss of technology privileges for 1 week.	
3rd and consequent offenses	Will be addressed at the discretion of school administration , which may include loss of technology privileges or further disciplinary measures.	

This policy is designed to support student growth, ensure academic integrity, and promote safe use of emerging technologies. We encourage students to explore, question, and learn with AI responsibly—while always keeping learning at the center.

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 1st 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

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.

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.

Eligibility

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 5 days to clear an incomplete. After that time, 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 or designee 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.

Pertains to all extracurricular activities including but not limited to:

Athletics Trap Shooting Music Speech/Drama Clubs (NHS, student council...) Drill Team

Grade Check	Ineligibility Period	How to regain eligibility
Mid-term (4 weeks into each quarter)	As soon as the student raises the grade to a passing grade.	• Get an eligibility sheet from the office. • Teacher and administrator must sign you off before you regain eligibility.
End of each quarter	14 calendar days	• Must serve the 14 calendar days. • Day 1 of ineligibility is the day following the day grades were posted. (i.e. Grades posted Mar 20, Ineligibility begins Mar 21).
Semester	20 calendar days	• Must serve the 20 calendar day period beginning with the first competition date. • If a student is not participating at the end of the semester, the 20 days will carry over to the next activity in which they participate.
When students are serving academic ineligibility, they: • Must maintain good standing on a team throughout the 20 days. • Must still practice with the team and complete all requirements of the team. • Are not allowed to wear a team uniform to a competition event. Warm ups or team shirts are permissible.		

INCOMPLETES

Incomplete grades are equivalent to failing grades, until they are made up.

Incompletes can be late or missing work. Study table and Student Success Center are systems Clarksville Schools has implemented to help support students in getting assignments turned in. Students have 5 days after grades are submitted to turn in missing assignments to change an incomplete grade to a passing grade.

State Academic Eligibility

A student who receives a failing grade at the end of the final quarter of the school year will be ineligible for a 14 consecutive calendar days period into summer participation or the next extracurricular activity they participate in. A student must finish the activity in good standing in order for ineligibility to be considered satisfied.

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 14 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 at the end of the 1st and 3rd 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 in the evening of the 30th 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.

Grading System

Grades

- a. 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.

Grade Point Average

- a. 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 School Counselor.

Grading Reports

- a. 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.

Deficiency Report

- a. 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.

Student Academic Responsibility

- a. 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 you 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.
- b. All students are expected to complete all required assignments. All staff members are expected to support and implement academic instruction and programs that will provide opportunities for all students to demonstrate mastery. All staff and students will be held accountable for working together to accomplish this common goal and promote positive results for everyone. A student will be required to complete and submit the assignment within one week after the original due date in order to receive any credit for the given assignment. If the assignment is not complete within a week, he/she will still complete the assignment for less than full credit. If an assignment is not submitted within 3 weeks of the original due date, the student will receive a zero which may result in failing the course. Students will not receive credit for any courses in which they receive a failing grade. This includes Junior High courses which may result in repeating a course or another means of credit remediation.

Incompletes

- a. Students will have 5 days after the grading period ends to complete all "Incompletes." Failure to do so will result in an F. Make up work will be due in accordance with each teacher's grading policies. Individual exceptions may be granted.

Honor Roll

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

Graduation Requirements

	<u>Class of 2026</u>
Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Health	1 credits
Character Development	1 credit
Financial Literacy	1 credit
Employability Skills	1 credit
Physical Education	4 credits
Electives	<u>18 credits</u>
Total	52 credits

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.

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, Central Rivers AEA 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.

Make-up Work

It is the student's responsibility to make up all assignments missed due to an absence. Any assigned homework is due on the specified due date given by the individual instructor in order to receive full credit. If any student fails to hand-in the assigned homework on the specified due date, then he/she will be expected to complete the assignment under the guidelines defined in Student Academic Responsibility section. All students will be required to complete ALL assignments. Students will be required to meet all due dates of work and tests upon the day he/she returns if the due date or test date was announced prior to the absence, except for in the case of an extended absence.

Music Lessons

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

Study Table Policy

The study table policy is designed as a proactive approach and support structure to help students complete all assignments. As a staff, we believe that every assignment is important and needs to be completed by every student who is in a given class. This policy will apply to all students in grades 7-12 who have four or more missing assignments. The structure of implementing study table can and will vary throughout the year. The intended purpose is to teach and support students in becoming responsible and successful citizens.

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.

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.

Post-Secondary Enrollment Options Act

The Post-Secondary Enrollment Options Act was enacted in 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 school 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 11th or 12th 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 from 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.

Senior Release

Clarksville High School's Senior Release Program is an opportunity for seniors who are in good academic standing to develop and demonstrate responsibility. Seniors who have the parent permission form signed and are in good academic standing (no missing assignments) have the opportunity, within the guidelines of the program, to have release time during lunch and either 1st hour OR their last class period of the day (7th or 8th hour depending on schedules). These forms are available in the office.

As our seniors are preparing to enter post-secondary education and/or the world of work it is important that they have school opportunities to develop and demonstrate appropriate and responsible use of their time and time management skills. Based on individual student scheduling needs, graduation requirements, and the master schedule, not all students will be able to have senior release time.

Student Load

All students will carry a minimum class load of six daily classes plus Physical Education, 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.

Parent(s) of 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.

Testing

The Iowa Statewide Assessment of Student Progress 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 for students to sign up to take. Course work tests are administered by the instructors and the grading of these is determined by the instructor.

Valedictorian

The Valedictorian Award is awarded to the graduating senior with the highest GPA calculated to the nearest thousandth after 7 semesters. If there is a tie for the Valedictorian Award, each student will be designated as Valedictorian.

Several organizations recognize Clarksville seniors with awards based on the highest GPA after 7 semesters (Iowa Governor's Scholar

and KWWL's Best In Class). Each of those recognitions only allow one student to be recognized per school. If there is a tie for the highest GPA calculated to the nearest thousandth after 7 semesters, the student with the highest Iowa Regent's Admission Index Score (RAI) will receive those recognitions.

Salutatorian

The Salutatorian Award is awarded to the graduating senior with the second highest GPA calculated to the nearest thousandth after 8 semesters. If there is a tie for the Salutatorian Award, each student will be designated as Salutatorian. If there is a tie for Valedictorian, a Salutatorian will not be recognized.

Behavior

Activities and Field Trips

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.

Alcohol and Drug Policy

Overview:

Substance abuse has become a dangerous problem in our country. Communities are becoming increasingly aware of its harmful effects and recognize experimentation and peer pressure can lead to dependency. This dependency disrupts the growth process, alters physical and emotional well-being and interferes with the performance capabilities of the user.

The Clarksville Board of Education strongly supports educational programs that are designed to: raise awareness of the harmful effects of drug use among students and staff, prevent students' involvement with drugs and alcohol, assist and support students who are involved and affected by drug use, work cooperatively with those students who are willing to seek help/treatment, and to provide a disciplinary drug and alcohol policy for the Clarksville Community School District. Therefore, the Board prohibits the use of tobacco/nicotine products, in any form, and the use or possession of alcohol or drugs, as defined below, by students enrolled in the Clarksville Community School District.

Objectives:

- To provide guidelines supporting the health and safety of all students
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- To encourage students who use drugs to participate in drug treatment programs. This policy is designed to create a safe, drug free, environment and provide them with a list of agencies to seek help when needed
- To prevent injury, illness, and harm as a result of drug use and its effects
- Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within the Clarksville Community School District
- To ensure that students set an appropriate example for their fellow students and younger students for whom they are often role models

Use of Prohibited Substances:

No student shall distribute, manufacture, dispense, possess, use, transport, give, sell, or be under the influence of any substance or drug paraphernalia which may include, but are not limited to:

- Alcoholic beverages
- Drugs
 - o including but not limited to: Marijuana (or THC products), Cocaine, Opiates, Amphetamines, Methaqualone, Benzodiazepines, Phencyclidine (PCP), Methadone, Barbiturates, and Propoxyphene
- All prescription drugs that were obtained without authorization/prescription
- All prescription drugs *and/or* over-the-counter drugs that are being used in an abusive manner
- Performance enhancing drugs
- Tobacco/Nicotine products
- Inhalants
- "Look-alike" drugs/products
- Any other controlled substance or substances used for intoxication
- Drug paraphernalia
 - o instruments including but not limited to vapes, bongos, pipes, roach clips, syringes, hypodermic needles, or any other items used for the packaging, transport, or use of drugs will not be permitted on any school property and will be subject to immediate confiscation

Violation of Drug Use Policy

The use of tobacco/nicotine products in any form and the use or possession of alcohol, drugs and other substances, as listed above, is prohibited by state law and school policy while on school property (including vehicles use for transportation of students) or while participating in a school sponsored event. Further, abstinence from the use and possession of these substances is also required of students during participation in an extra-curricular activity in-season or off-season program. Students are also expected to not knowingly attend an event where any of these controlled substances are present.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions at any school sponsored or sanctioned activity or event away from or within the school district.

A violation of this policy shall be determined when:

- A student tests positive to a drug/alcohol/tobacco test
- A student is found by any school employee, law enforcement official or investigation by coach/sponsor/administrator to be using (or including the smell thereof), in possession of, or under the influence of any prohibited substance
- A student attends an event where any of these prohibited substances are present, and the student does not make an appropriate attempt to immediately leave the event

Sanctions:

All offenses are cumulative for the student's enrollment in middle and high school in the Clarksville Community School District. A student found to have been in violation of this policy shall be subject to the following consequences:

Prime For Life®: Prime For Life® is an evidence based program used for young people ages 13-20 who are already engaged in drug use and/or high-risk drinking behavior. This alcohol and drug awareness program is an 8-hour substance abuse education program that focuses on educating the student about making low-risk and high-risk choices with alcohol, marijuana, and other drugs. Second, individuals focus on self-assessment to assist them in self-assessing his or her own level of progression toward marijuana, alcohol, or drug problems. Finally, the program focuses on assisting the individual in mapping and using social/psychological assets to overcome his or her barriers and to succeed at making low-risk choices in the future. Students violating Clarksville Community School District Drug and Alcohol Policy will be enrolled in this program (offered 1x per semester).

Area Substance Use Resources:

Pathways Behavioral Services

315 N Street, Allison, IA 50602/ (319) 267-2629
3362 University Avenue, Waterloo, IA 50701/ (319) 235-6571
111 10th Street, Waverly, IA 50677/ (319) 352-2064

Allen Memorial Hospital

1825 Logan Avenue, Waterloo, IA 50703/ (319) 235-3941

I have read the "Clarksville Community School District Drug and Alcohol Policy." Any questions I have about the policy have been answered. I further understand that if I violate the policy regarding the use of illegal drugs/alcohol, I will be subject to the consequences provided in the policy.

Announcements

Written announcements will be emailed to teachers and students. Students are expected to check the announcements on a daily basis. 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 JH/HS 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
 - ✓ Complete a bullying incident report form found in the front office, at your counselor's office, or with your

student success coordinator, keep a copy, and provide a copy to a school employee.

- If parents/guardians receive information about bullying from their child, you must complete a bullying/harassment complaint form found on the Clarksville School website and/or shared in our weekly newsletter. Parents should communicate this information with the school as soon as they are aware of the situation.

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.

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 eaten 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 in 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; 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.

Attendance

Only a portion of the Attendance Policy, rules, and procedures are included in the Student Handbook.

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. Senate file 2435 was signed into law on May 9, 2024 with an effective date of July 1, 2024. SF2435 requires specific school actions based on a student's rate of non-exempt absences. Districts must adopt an attendance policy and, as necessary, collaborate with county attorneys, conduct school engagement meetings, and work with county truancy officers.

Section II – Attendance Rules and Procedures

1. Absences

- A. Iowa's definition of a student absence is adapted from the U.S. Department of Education and in accordance with the Office for Civil Rights' guidance as: A student is absent if they are not physically on school grounds or are not

participating in an expected and school-directed activity under the direction, supervision or instructional guidance of educational staff at an approved off-grounds location for at least half the school day.

- B. The following chart shares our attendance coding system used to determine exempt or nonexempt status.

2025-2026 CLARKSVILLE ATTENDANCE CODING TABLE

Attendance Categories Effective August 2025	Exempt & Counted Present	Exempted Absence	Non-exempt Absence
School Related Participant (SRP) - Extra-curricular participant - Field Trip	X		
School Related Non-Participant (SRNP) - Student attending a school sponsored event, but not participating *Exceptions will be considered for siblings supporting a brother/sister.			X
Medical (MED) - <u>provider documentation required</u> for each of the item: - Hospitalization - Physical Therapy - Counseling Services		X	
Illness (ILL)/Routine Appointments (RAP) - Routine Illness / 24 hour flu - Dental/Optometrlist/Doctor *Exceptions may be granted based on certain illnesses with provider documentation (i.e.- strep throat)		X	
In School Suspension (ISS) Administration Assigned - Student completes school work..	X		
Out of School Suspension (OSS) Administration Assigned			X
College Visit (CV) - limited to 3 visits total over the course of the two years - Junior and Senior years only - Pearranged with school and parent notification to office secretary.		X	
Religious (RELX) - Attending religious services or receiving religious instructions. - Funeral		X	
Unexcused Absences (UN) - Skipped Class(es) - Truant - Absent - no parent contact			X
Family Leave (FAM) - Vacation/Out of Town - Parent Excused - Car Trouble *Family Emergency - Individual exceptions may be granted based, by the building principal, based on the emergency.			X
School Office Visit (SOV) - Nurse's Office - Counselor's Office - Principal's Office	X		
COURT (CRT) - Court - Hearing/Trial - Judge Ordered Appearance		X	

DEFINITIONS

- Exempt & Counted Present:** Students will be coded as present and will not show on their attendance count.
- Exempted Absence:** Counted as absent, but will not count towards truancy.
- Non-Exempt Absence:** Counted as absent, and counted towards truancy.

***Note:** We recommend that families consider scheduling routine appointments on Mondays.

- C. Clarksville School personnel will do our best to support families in getting their children to school. Our intervention matrix outlines how we will communicate and intervene if a students' attendance becomes a concern.

- D. 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. Students will be allowed no more than two days after being absent to make-up work missed. An individual staff member may make an exception to this rule if necessary (extended absence).
 - 3. Students shall receive full credit for school work missed because of excused absences, if school work is completed by the deadline.
- E. We feel it is important to track absences and communicate absenteeism with parents/guardians so we can catch attendance issues before they impede academic growth. Therefore, attendance letters, emails, or phone calls will be made when a child accumulates 3, 6, 9, 12, and 15 absences/semester. These letters are informational and meant to raise awareness, offer support, and may request an attendance meeting where we can work together to develop an attendance intervention.
- F. In order for students to participate in after school activities including practices and competitions, they must be in school by the beginning of 4th hour or 10:45 am.

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. A student is considered **tardy to school** if they are **not present in their assigned first-period classroom by the designated start time of the school day**, as indicated by the school bell.
- D. Students arriving late must report to the office to sign in and receive a pass before proceeding to class. Tardiness due to oversleeping, missing the bus, or similar non-emergency reasons are **unexcused**, unless verified by a parent/guardian and approved by administration.

TARDY CONSEQUENCES

3 Tardies

Lunch Detention

6 Tardies

½ day In-School Suspension
Parent meeting with Admin

9 Tardies

½ day In-School Suspension
5 hours of school based community service

3. Unexcused Absences

- A. Unexcused absence is defined by the coding table listed above. Unexcused absences count towards chronic absenteeism. Chronic absenteeism is defined as any student who misses 10% or more days of a grading period. When a child becomes chronically absent, a school official shall send a notice by or electronic mail to the county attorney of the county in which the public school's central administrative office is located, and a notice by certified mail to the child's parent, guardian, or legal or actual custodian of the child.
- B. Student engagement meetings are required when non-exempt student absences exceed 15% of scheduled school days or hours in a grading period. The purpose of the school engagement meeting is for the school, parent/guardian, and student to identify the barriers to attendance experienced by the child and the interventions that may be used to improve attendance.
- C. Students are classified as truant when he/she misses 20% or more of the days within a grading period.

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 in writing when their student has accumulated 6, 9, 12, and 15 excused or 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 – students, 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.

Candy/ Food / Beverages

Food and candy may be consumed at “break time”, between classes, and during regular lunch times. Chewing gum may be restricted in individual classrooms as per teacher discretion. Beverages may be brought into the school building prior to the start of the school day. Water is the only beverage that is allowed in classrooms. Students may not leave the cafeteria with any food or drink item. It is the students’ responsibility to clean up after themselves. If this does not happen, consequences will be assigned.

Cell Phone Privilege

In compliance with House File 782:

It is the policy of the Clarksville Community School District that students may not use **personal electronic devices** during the **school day**.

SCHOOL DAY is from 8:00 am - 3:40 pm with the exception of students' lunch shift. This will include ALL time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time, passing time between classes, and morning breakfast break.

A student's personal cellular or mobile phone, not otherwise allowed to be used under this policy, must be securely stored during all instructional minutes in the school-provided pocket hung in the HS cafeteria and HS entrance. Cellular or mobile phones will remain in the pocket from 8:00 - 3:40 or until a student leaves school for the day, with the expectation of their lunch shift. The device can only be picked up after the bell. Pockets will be monitored by cameras for security purposes throughout the entire school day.

Students will be able to use their cellular or mobile phones during the lunch period only. At the end of the lunch period, students will return their devices to the school issued pocket holder.

Violations of Policy

If a student is caught with their cellular or mobile phone when it should be in the pocket,

- **1st offense:** The student will surrender the device to school officials, to be returned to the student at the end of the school day.
- **2nd offense:** The student will surrender the device to school officials, to be returned to the student's verified parent or guardian after the end of the school day during normal business hours. Additionally, students will lose the privilege to use their phone during lunch for one week or 5 consecutive school days.
- **3rd offense:** The student will surrender the device to school officials, to be returned to the student's verified parent or guardian after the end of the school day during normal business hours. There will be a revocation of cell phone privilege for a length of time, determined by administration. If your child has 3 offenses, his/her cell phone must be checked in at the office by 7:55 and can be picked up after the dismissal bell each day.

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 school issued technology.

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, principal, or designee 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.

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.

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 the 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 can be no longer than 3 hours 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. Horseplay prohibited
 - b. Expected to act like young men and ladies
 - c. 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.

Dress and Appearance

All students in the building are expected to wear appropriate dress to school-the school is a place of business and is the student's workplace. As such, appropriate attire is expected of all staff and students who "work" here. Inappropriate student appearance may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are expected to adhere to reasonable levels of cleanliness and modesty.

- Shirts/tops must cover the midriff area
- Arm holes on tank-tops must be tight under the armpits and straps must cover undergarments on the shoulder--"spaghetti strap" tops should be worn with another shirt over the top

- Pants/shorts should not have holes revealing undergarments or so baggy as to hang down and create a disruption or safety concern.
- No caps are allowed during the school day, unless the privilege is purchased with C-Notes.
- Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material (including innuendoes), profanity or reference to subversion are not appropriate.
- Clothing should not be too revealing

A student could be asked to change the offending clothing, sent home or be placed in in-school suspension if observed wearing such items during school. If such clothing items are worn at school activities, the student could be suspended from the activity if they participate or not allowed to attend if the student is a spectator.

While the primary responsibility for appearance rests with the students and their parents, the staff of CHS reserves the right to judge what is appropriate or proper and what is not. The preceding limitations are not intended to be all-inclusive. Each situation will be evaluated by staff and office on a situational basis.

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 an 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 deliberations, by a 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 witnesses or preset 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 deliberations, 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 outlined 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 an 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 inappropriate 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 Directors 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 Directors 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.

“Good Conduct Policy” – Activity Eligibility

1. Philosophy

- A. Benefits of Extracurricular 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 your 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 steroids, 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. 1st 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. 2nd 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 a project can include assignment to an educational / counseling group.
 - c. 3rd 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. 1st 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 assignments to an educational / counseling group.
 - b. 2nd 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 a project can include assignment to an educational / counseling group.
 - c. 3rd 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. 1st 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. 2nd Violation – the student will be declared ineligible for 12 months from the date of the violation.
 - c. 3rd 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 IGHSAA

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 IGHSAA. 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 extracurricular 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 or designee 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 offense for those participating in extracurricular 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 not-athletic activity, the directors/sponsors 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 one 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.

Clarksville's Good Conduct Eligibility Policy Summary

Pertains to all extracurricular activities including: Athletics, Music, Clubs (NHS, student council, etc.), Trapshooting, Drill Team, Speech and Drama, Yearbook, Homecoming Court, etc.

Includes any violations of standards of behavior summarized below:

tobacco/nicotine, alcohol, or drug use, manufacturing, possession or distribution, violations of the law, and/or offensive acts (fighting, insubordination, hate crimes, hazing, harassment, theft, destruction of property, etc.)

Offense	Volunteer Provision	Honesty Provision	Substantial Provision
1 st offense	40% of season &/or 2 events 20% of season &/or 1 event if student completes other activities	60% of season &/or 3 events 40% of season &/or 2 events if student completes other activities	60% or season &/or 3 events
2 nd offense	12 months from the time of the violation 40% of season &/or 2 events if student completes other activities	12 months from the time of the violation 60% of season &/or 3 events if student completes other activities	12 months from the time of the violation
3 rd offense	12 months from the date of the 3 rd violation OR After a one-month period, the student may make application to administration for possible reinstatement of eligibility	12 months from the date of the 3 rd violation OR After a one-month period, the student may make application to administration for possible reinstatement of eligibility	12 months from the date of the 3 rd violation
1 st Offense	25 hours community services, banned from checking out of study halls (including senior release) and attending any school events/activities for 2 weeks.		
2 nd Offense	50 hours community services, banned from checking out of study halls (including senior release) and attending any school events/activities for 4 weeks.		
3 rd Offense	50 hours community services, banned from checking out of study halls (including senior release) and attending any school events/activities for 6 months.		

NOTE: coaches and sponsors may impose additional consequences beyond those prescribed above if they have made these consequences known to team members and parents/guardians prior to the start of their season.

DEFINITIONS:

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.

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.

Substantial Provision: a student who does not admit to a good conduct violation but is found to have violated the policy by an administrator.

APPEALS:

A student may appeal a suspension under this policy by providing a written notice of appeal to the Superintendent and a copy to the principal whose decision is being appealed within five (5) school days of the principal's decision. The notice shall state the reasons of the suspension should be reversed. The principal shall provide the Superintendent the reasons the suspension should be sustained.

The Superintendent or the Superintendent's designee shall review the principal's suspension decision in light of the provisions of this policy and issue a decision in writing sustaining or reversing the suspension.

A student may appeal the Superintendent's decision to the Board of Education by providing a notice of appeal to the Superintendent within five (5) school days of the date of the Superintendent's decision. The Superintendent may provide the Board with the reasons the suspension should be sustained. The Board's decision shall be final.

Students will remain ineligible for extra-curricular activities pending appeals.

Self-Referral Policy:

Students who voluntarily come forward and ask for help for their drug problem should be given help without automatic loss of eligibility. The student will be required to attend mandatory counseling with the school counselor or other certified counselor as a condition of this self-referral policy.

Hall Behavior

Hallway Conduct Before school, at noon, and between classes, students should conduct themselves with pride and dignity. Loud talking, inappropriate language, or boisterous conduct will not be tolerated. Overly affectionate display between members of the student body while at school will not be tolerated. Students who are in the hallways during class time are expected to have a pass from staff members. Students who run in the halls, are without passes, or misuse passes may be subject to disciplinary action.

Items Not Allowed

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, electronic devices, 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, lunchtime 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 provided.
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.

Parking and Driving

Students who drive motor vehicles to school may park in the student parking area east of the building. If a student needs access to a vehicle during the school day, he/she must receive permission from office staff before exiting 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 "spin outs", and "reckless or dangerous driving".

Pass Procedure

To leave any class 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 Smartpass from the teacher you wish to spend that period PRIOR TO THE BEGINNING OF THE PERIOD!
2. After roll is taken, present the pass to the teacher.
3. Sign out of the room and remember to end your Smartpass when you get to your desired location..

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. 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:

- Trustworthiness
- Respect
- Initiative
- Belief in self
- Excellence

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, hallways, 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.

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. "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.

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 discipline notification 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. Major behavior problems will be handled by the principal or designee at his discretion and the student will be removed from the classroom. A minor issue will be handled by that staff member in several ways:

- The student will be separated but 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:

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. Administration may use one or more of the following consequences for Majors:

- Student Conference
- Loss of privilege
- Phone call home
- Restitution
- Intervention
- Detention
- Community Service
- In School Suspension or Saturday School
- Out of School Suspension
- Police Referral
- Other consequences deem necessary

Consequences are progressive depending on the number of offenses and severity.

Public Displays of Affection

Any public displays of affection beyond the holding of hands will not be allowed on school property. Any greater physical contact in the presence of others is potentially embarrassing; difficult to judge for appropriateness; and always a problem for supervision. Repeat violators of this rule may be assigned a detention to provide them time to review established policies relating to this area.

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.

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.

School Day

Students may be present on school grounds 15 minutes before and 15 minutes after the official school day. The only exception is if the student is under the supervision of an employee or extra-curricular / activity sponsor.

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.

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. 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 to ensure the student learns from the experience and does not repeat the behavior. Administration or designee may use one or more of the following consequences: Student Conference, loss of privileges, phone call home, restitution, intervention, detention, removal from classroom, probation, community service, In School Suspension or Saturday School, Out of School Suspension, police referral, rehabilitation, required trainings/classes, other consequences deem necessary

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 develop 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 the 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 group.
 - 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 group.
 - 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 spray, 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:** See Alcohol and Drug Policy.
8. **Repeated School Violations:** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute 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. Consequences are progressive depending on the number of offenses and severity.
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. **INVESTIGATION:** In dealing with the alleged misconduct, the principal or designee 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 or designee 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 or designee should postpone disciplinary action for a reasonable time until such evidence may be presented to the principal or designee.
4. **SUMMARY SUSPENSIONS:** If the principal or designee 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 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 or designee 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 or designee 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 or designee 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 or designee 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 or designee 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 or designee 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 or designee 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 or designee, 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 or designee 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 student 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. 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.
11. 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 or designee. A record of the disciplinary problems and the action taken will be maintained by the principal's office for each student appropriately referred.

* The building principal or designee 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.

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 or designee 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 or designee
 - 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 Success Center

Clarksville Junior High and High School will have a Student Success Center open from 3:40 - 4:05 on Tues, Wed, and Thurs. The purpose of the center is to provide support for students who may need help with homework completion, academic remediation due to chronic attendance issues, or who may need restorative practices as a follow up from a behavioral incident. Students will be referred to the program by teachers or administration. Students will be expected to attend when assigned despite other obligations such as athletic practices, meetings for extracurricular involvement, or work. Students are responsible for communicating this assignment with any appropriate parties including parents. A school employee will manage the Student Success Center and will help provide both academic and restorative behavioral support to any student being referred.

Student Suspension

1. The principal or designee 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 misbehavior in question.
2. The informal hearing shall include the building administrator, the student, the students' 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 1 study hall per semester. Study hall rules will be explained and posted by our study hall monitor. Compliance is expected with natural consequences if rules are not followed.

Technology Usage

Computer Use:

The Clarksville Community School district provides individual chrome book computers for classroom use. Students may use the computers for legitimate class work or research – they may not use the computers for “games”. Students should care for Chromebooks by using the issued computer bags. The Chromebook must be in the protective bag to be insured. See Chromebook information packet for more information.

Students may be held liable for any inappropriate searches made of their school-issued device, regardless if they are outside of school or not.

Internet:

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.

Social Media:

Representing Clarksville Jr./Sr. High School in athletics and other extracurricular activities is a privilege. Student-participants are held in the highest regard and are seen as role models in our communities. As leaders you have the responsibility to portray your team, your group, your coaches, your directors, our school, and yourselves in a positive manner at all times - including online and on social media.

Student-participants should be aware that third parties, including the media, faculty, future employers, and college officials could easily access your information and posts online. This includes pictures, messages, videos, posts, comments, profiles, Snaps, etc. Inappropriate material found by third parties affects the perception of the student-participant and our school. This can also be detrimental to a student-participant's future options (i.e. college, profession).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive:

- Photos, messages, posts, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, vaping, and tobacco.
- Photos, messages, posts, videos, tweets, retweets, comments, or posters that are of a sexual or pornographic in nature.
- Photos, messages, posts, videos, tweets, retweets, comments, or posters that condone drug-related activity.
- Any content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student-participant, coach, or team at another school or derogatory comments against race and/or gender).
- Any content online that depicts or encourages unacceptable violent or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty underage drinking, and illegal drug use).

Failure to use social media appropriately to represent yourself, your team, and your school may result in a period of ineligibility at the administration's discretion and may serve as evidence of a Good Conduct violation with the violator subject to those consequences.

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

Zones of Regulation

The Zones is a systematic, cognitive behavioral approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete colored zones. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.

By addressing underlying deficits in emotional and sensory regulation, executive functioning, and social cognition, the framework is designed to help move students toward independent regulation. The Zones of Regulation incorporates Social Thinking® (www.socialthinking.com) concepts and numerous visuals to teach students to identify their feelings/level of alertness, understand how their behavior impacts those around them, and learn what tools they can use to manage their feelings and states.

General School Information

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 an audience
- f. Practice : not in front of an audience

Communication Chain of Command

Should you have questions, concerns or thoughts you would like to share with us at any time, please do. Your input is considered very valuable in your child's education. Our staff is dedicated to providing experiences that contribute to a total learning environment for the children.

Clarksville Community School desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In our district, the chain of command refers to communication levels of authority in the school district. School Districts institute the Chain of Command to provide stakeholders at all levels with a person they may ask questions or report complaints. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

Many questions are quickly and completely answered by communicating directly with the affected staff member. Each situation is different. Below are some examples to help you begin your journey.

Academic/Behavior/Discipline/Instruction/Support Service Concern or Questions

1. Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc.
2. Building Principal
3. Superintendent
4. Board of Education

Athletics/Extracurricular Activities Concern or Questions

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

Personnel Issues (Start with the person you have a concern)

1. Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc
2. Athletic Director (if it involves extracurricular activity personnel)
3. Building Principal
4. Superintendent
5. Board of Education

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 no control over the setting of dates for activities sponsored by the State Association and where the team 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 upperclassmen as an elective.

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.

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.

There will also be two “dead” periods where there will be absolutely no contact between coaches and student athletes with no exceptions. These dead periods are sacred family times.

1. The final week of July, Saturday through Sunday. (July 27 - Aug 3, 2025)
2. Five consecutive days during winter break. (December 24 - December 28, 2024)

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.

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.

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.

Office Hours

The office is open for students Monday through Friday from 7:30 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	Last date for regular open enrollment requests for the following school year.
September 1	Last date for open enrollment requests for entering kindergarten students and those students falling under the “good clause” definition for the current school year.

Parents/guardians of open enrolled students whose income falls below the 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.

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.

Visitors

All visitors must check in at the office. Main building entrances are locked at 8:30 am and remain locked for the 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 the 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.

Weather Conditions

In the event of bad road or weather conditions that make it necessary to close school a message will be sent through JMC and posted to the district's Facebook and Twitter pages. Also, 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.

Medical/Health Related

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.

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.

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.

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, prescriptions, 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 to their web site at www.hawk-i.org for more information.

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.

HEAD LICE.

Unfortunately, each year we have a few cases of head lice which are reported to the office or which are recognized by school personnel. 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, we will notify parents by phone, provide educational materials on treatment, and review treatment protocols.

Student Body and Supports

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

There will be regularly scheduled class meetings. Class meetings may also 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 (7 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.

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.

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.

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 an 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.

Transportation Related

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.** Parents may make arrangements with the coach or activity sponsor to drive their child home from a school event. This arrangement must be made in writing.

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's 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 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.

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.

Parking and Driving

Students who drive motor vehicles to school may park in the student parking area east of the building. If a student needs access to a vehicle during the school day, he/she must receive permission from office staff before exiting 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 "spin outs", and "reckless or dangerous driving".

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 or designee by the driver; the principal or designee will contact the parents to discuss the situation.

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!