



# **Clarinda 7-12 Building Student Handbook 2022-2023**

## **Mission Statement**

To educate all students to succeed by ensuring quality leadership, curriculum, and instruction.

## **Vision Statement**

Clarinda Community School District is a leader in education by fostering high standards and expectations through rigorous academics, meaningful learning opportunities, and engaging student activities.

100 North Cardinal Drive

Clarinda, IA 51632

7-12 High School Office Phone Number - 712-542-5167

Elementary (PK-3rd) 542-4510 Elementary (4th-6th) 542-2132

Superintendent 542-5165

[www.clarindacs.org](http://www.clarindacs.org) Website

Superintendent: Mr. Privia

7-12 Principal: Mr. Cox

Dean of Students/Activities Director: Mr. Lord

Director of Student Services: Mr. Ridgely

School Counselors: Mrs. Honnold & Mr. Blank

## **THE CARDINAL (The Clarinda Fight Song)**

Hail to CHS. Hail to CHS.

We've got our banners before us

Ever before us. Banners are flying

Cardinals are trying.

Hail to CHS. Hail to CHS.

We've got a team good and true

We're always fighting for you

We're out to make you win.

C-L-A-R-I-N-D-A

## **School Colors:**

Cardinal Red & Black

## **Mascot:**

Cardinal

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## **Forward**

The board, administration, and employees expect students to conduct themselves in a manner appropriate to their age and maturity level and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to: removal from the classroom; detention; suspension; probation; and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics.

School Administration has the authority to assess reasonable penalties for any offense that may occur. Students or parents with questions or concerns may contact the school office for information about current enforcement of the policies, rules, or regulations of the school district.

### **A Message To Parents/Caregivers**

Parents/Caregivers are teachers too! You are the first, most long-lasting, most important teachers in your child's life. That is why at Clarinda Schools, we continually solicit your involvement and support. Research shows that parent/caregiver involvement is high on the list of factors contributing to a student's success in school. Our goal is to work together with you to provide the best educational program possible for your children.

The following suggestions are intended to help you make a contribution in your child's success.

1. Regular and punctual attendance is the greatest factor in school success.
2. The nature of our courses is such that some work outside of the classroom may be needed. You can help by providing a place and time to study.
3. A wholesome attitude toward school is important for your child's success in school.
4. Writing full explanations with dates of absences and signing them yourself.
5. Refraining from telephoning or texting students during school hours except for real emergencies. The office will be glad to take messages for students when needed.
6. Cooperating with the school in carrying out disciplinary action when such action is necessary.

### **A Message To Students**

Now more than ever, the responsibilities of a student are high. The 21st century world requires highly educated students who can problem solve, collaborate, work well with others, and to "be there" so that businesses and organizations can be their best. In order to help you manage this challenge, our school made a huge commitment to provide teachers and students with a well-equipped technological structure that supports iPads for each student.

As you continue this journey of education and life, consider taking the following suggestions as guidance to help you:

- Make school a priority by being here every day.
- Engage your parents/guardian and siblings in discussion about the new learning you are experiencing at school.
- Take care of the new technology provided for you to use at school and home.
- Embrace the partnership between you and teachers to make the most of the educational opportunities.
- Elevate expectations for yourself and others by taking your thinking to higher levels.
- Do your best to improve your skill levels and follow the rules of the student handbook.
- Be an upstander by following the rules and holding others accountable to show Cardinal PRIDE!

## **Expectations General Operating Procedures**

### **Assembly Programs:**

Assemblies will be held throughout the year for educational purposes. If you wish not to attend due to religious or personal reasons, please contact the building administration prior to the start of the assembly.

### **Classroom Procedures:**

Keep classrooms clean. Put all waste in the proper disposal area. Do not write on desks, books, walls, or persons. To promote appropriate classroom behavior and respect, students are expected to raise their hands to speak so that the teacher can listen to student thoughts in a productive and inclusive manner. Being disrespectful to teachers by talking back or interrupting will not be tolerated.

Restroom usage and filling water bottles should be done before entering the classroom. If a student needs to be late to a class, they should notify the teacher. The teacher will determine if it is excused. Otherwise, a tardy may be given.

Students should attend class with all the necessary materials needed for that class.

Avoid rushing out of the classrooms to prevent safety issues. The teacher will dismiss the class – not the bell.

### **Personal Electronic Devices: Cell Phones/Earbuds/Headphones:**

It is important for students to learn when to use their personal electronic devices and when not to. Students will be allowed to use personal devices between classes and during lunch break. Student electronic devices are not to be utilized during class time, from the beginning bell to the dismissal bell for the period.

Personal Device Intervention Procedures:

1<sup>st</sup> Offense – Verbal Warning to the student is given by the instructor or administration. The student will be asked to put the personal device away.

2<sup>nd</sup> Offense – The teacher/instructor or administration will confiscate the electronic personal device. The parent/caregiver will be notified via phone call and the student will be allowed to pick it up from the administration at the end of the day.

3<sup>rd</sup> Offense – The teacher/instructor or administration will confiscate the electronic personal device. The parent/caregiver will be notified via phone call and the student will serve a 1-hour detention in the High School Office. The parent/caregiver will be asked to pick up the device.

4<sup>th</sup> Offense – The personal electronic device will be confiscated and turned into the High School Principal. There will be a parent/caregiver meeting regarding the student turning in the device at the beginning of the school day and returning at the end of the school day. Parents/Caregivers will also have the option of not letting the student bring the device to school.

Students may use personal electronic devices in the classroom environment as determined by the teacher/instructor through administration approval.

### **Leaving The School During School Hours:**

Students are not allowed to leave the campus during the school day without permissions from the office. Parents will need to call the office to excuse their student from school.

### **Dance Regulations: (9th-12th Grade Students)**

All school-sponsored dances will be approved by the building principal. Once a student or group leaves the dance, they will not be allowed back in. Out of district students that wish to attend, must come with a current Clarinda student and be pre-approved by Administration at least 48 hours in advance of the date of the event. A guest sign-up sheet will be posted in the office two weeks prior to the dance. Student's guests must be under 21 years of age but no younger than 9<sup>th</sup> grade from Clarinda or any other school.

## **Dress Code and Appearance**

CCSD BOE Policy 502.1 <https://clarinda.iowaschoolfinance.com/policy/5021-student-appearance>

With feedback from the Clarinda 7-12 Dress Code Student Committee, the Clarinda High School Dress Code is designed to encourage and promote proper grooming and hygiene, self-respect and pride in appearance on our campus. Decisions concerning the following guidelines will be made and enforced by all staff members.

Students are expected to follow reasonable levels of cleanliness, modesty, morality and not allow their appearance to be a distraction to the classroom.

Although the list is not all-inclusive, the following list are examples of attire that is considered not appropriate:

1. Attire that depicts profanity, hate speech, obscenity, the use of weapons, or violence
2. Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
3. Attire that promotes, implies or contains sexually suggestive messages
4. Attire that exposes or reveals the chest, midriff, pelvic/groin area, and buttocks
  - Examples:
    - \* Crop Tops: Must go to the waist of the pants
    - \* No "Spaghetti Straps"
    - \* Tanks: Should be non-altered with non-altered open sides.
    - \* Shorts should be of appropriate length
5. Visible underwear or bathing suits (Visible waistbands or straps on undergarments worn under other clothing are not a violation.)
6. Headwear or costumes are not allowed to be worn in the school buildings during the school day unless designated by Administration on special occasions (ex: Homecoming Week)
  - headwear may be worn for a school-related purpose and safety (ex: industrial arts, auto shop).
  - headwear may be worn as a religious obligation
7. Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others
8. Attire that depicts gang affiliation
9. Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school

Administration will have the final decision on clothing violations.

Students choosing to deter from the dress code will be detained in the principal's office until the proper clothing may be secured. The student will be allowed to call home to have proper clothing brought to the school. Students will not be allowed to leave school grounds to change clothing unless given permission by the Administration through parent/caregiver consent.

### **Food and Drinks:**

Food is not permitted in the classrooms unless approved by the building principal. This would exclude food or snacks provided by the school. Morning breakfast may or may not be allowed by the teacher/instructor in their classroom.

Water or drinks purchased at school will be allowed in the school buildings. Students may be asked to show a CCSD employee what is in their drink container if it is suspected to be of illegal substance. Students will be allowed to have water in the classrooms unless it is or becomes a safety hazard.

Outside food or drinks are not allowed during the school day. Students will be asked to throw any outside food or drink away.

### **Telephone Calls And Use Of Telephone:**

Students will not be called out of class except in the case of an emergency. The office will take messages for

students when needed from parents or persons on their emergency contact list.

### **Visitors To School:**

Visitors will be allowed on school grounds or in buildings through building administration approval.

### **Attendance:**

CCSD BOE Policy 501.9 Student Absences – Excused

<https://clarinda.iowaschoolfinance.com/policy/5019-student-absences-excused>

Regular attendance is absolutely necessary for a student to gain the maximum benefit from his/her educational experience. More and more employers, colleges and vocational schools are checking on attendance records for absences and tardiness. They are aware that good and prompt attendance develops dependability in a student. There is an obvious correlation between achievement and attendance.

The Board of Education supports this by restricting excused absences to the following:

1. illness of the student (3 or more consecutive days will require a medical excuse)
2. death or emergency illness in the family
3. doctor/dental appointment unable to be scheduled another time
4. court appearance
5. family/religious activity which is cleared in advance of activity
6. school-sponsored activity
7. family emergencies

Parents are expected to telephone the school office to report student absences in advance of the start of school, if possible, and in all cases by 9:30 a.m. of the day the absence occurs. Any absence that occurs without advance notification by the student's parent will be classified as "UNEXCUSED."

Any absence which does not meet any of the criteria listed above for an excused absence, but there was parental/caregiver knowledge of the absence, will be classified as unexcused.

### **Truancy/Unexcused Absences**

CCSD BOE Policy 501.10 <https://clarinda.iowaschoolfinance.com/policy/50110-truancy-unexcused-absences>

Any absence that occurs without parental/caregiver knowledge will be classified as truancy. A student can be truant for the entire school day, a partial school day, or from a class or academic intervention.

Parents/Caregivers will be notified if a student is truant from school. The building administration is responsible for discipline if needed for truant students. Make-up work may not be allowed for truancy. Excessive truancy, which is more than three (3) incidents in a semester, may result in the loss of credit in courses impacted.

#### **Unexcused absences include, but are not limited to:**

oversleeping; missing the bus; car problems; shopping; hunting; concerts; hair appointments; sports physicals; taking, or picking up proofs for senior pictures; getting driver's license/permit; or working for someone other than a parent/caregiver.

Students denied course credit based upon excessive absences may utilize the due process procedures available at the 7-12 building. Students who desire to appeal the administration's decision, must notify the Superintendent within 5 days of notification of the decision, and return a completed form to the Superintendent's office.

### **Student Appeal for Credit - Procedure:**

1. The 7-12 Administration will give notice to any student who reaches "No Credit Status" as a result of excessive absences.
2. Any student denied credit as a result of excessive absenteeism would be issued a "Student Appeal for Credit Form." The office will fill in the number of absences and due date at the time the form is given to students.
  - a. NOTE: An appeal deadline is established within the last week of each semester. If a student's excessive absences earn "No Credit Status" after the deadline, the due date of the appeal for credit form will be extended up to one week after the last absence.
3. Students will have the opportunity to explain and validate their attendance record on the appeal form. The student and a parent/caregiver must sign the appeal form.
4. The student must return the appeal form to the office by the due date noted.
5. When the appeal form has been appropriately completed, the appeals committee will review the data provided, question the student (parent/caregiver is encouraged to attend), make a decision, and notify the

student and parent/guardian in writing of their decision.

### **Make-Up Work**

The responsibility rests with the student for arranging to make up work. Students should make contact with their teacher either before or after school. A student has 2 days for each day of an excused absence to turn in make-up work assigned, except when the absence has been more than 3 consecutive days. In this case, more time may be given depending upon the individual case, with the teacher and student determining when make-up work will be due. Students and Parent/Caregivers are encouraged to check the student's Google Classroom for their work. Announced exams must be taken on the day the student returns to school or through individual teacher discretion.

### **Attendance and Co-Curricular Participation:**

Any student who is absent and does not report to school by 9:00 am, (excluding field trips and excused appointments) will not attend or participate in any performance, rehearsal, game, meet, contest, or practice on that calendar date. The building Principal may use discretion based upon extreme circumstances. For this consideration, a phone call must be made by the caregiver to the principal prior to the student coming to school.

### **Excessive Absences:**

Regular school attendance is essential for the student to make the most of their education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

The Clarinda School Attendance Policy states that parents of students who have 5 absences will receive a phone call from the student's homeroom teacher.

Upon 8 absences during the school year, parents will receive a letter informing them that their child is on the verge of having attendance issues and that any further absences will need to be documented with a medical excuse.

Students with 13 absences during the school year, will receive a letter informing them that their child is having attendance issues and that a mediation meeting needs to be held at their earliest convenience. The student, parent, and building Principal will be in attendance.

If the attendance issue is not corrected at 15 absences, the issue may then be referred to the County Attorney's Office for truancy.

### **Documented Absences:**

A documented (previously excused) absence is an absence that has supporting documentation such as an appointment that is considered unavoidable. An absence with a parent note is not necessarily considered a documented absence.

### **Student Absences:**

Parents are requested to notify the principal's office (712-542-5167) when students are not going to be in school. The school secretary will attempt to call if notification is not received.

**Truancy:** In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

**Compulsory Attendance:** Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or provisionally approved private college preparatory school;
- are attending an accredited nonpublic school; or,

- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

### **Tardy Policy:**

Tardiness to school will be recorded and monitored in the office. A student's history of tardiness will be maintained on a school quarter (9 weeks) basis. A tardy is defined as arriving late to class ten (10) minutes or less for unexcused reasons. Passing time is three (3) minutes. This is adequate time to take care of all hallway business and arrive at the next class on time.

1. Students arriving late for school in the morning must report directly to the office.
2. Any student reported tardy 3 or more times in a school quarter may forfeit his/her Open/Off Campus or Honors academic intervention status for the remainder of that quarter.
3. The Building Principal/Administration will monitor tardiness and assess any discipline if necessary.

## **Rights And Responsibilities**

### **Cars/Motorcycles/Mopeds:**

Driving a motor vehicle to and from school is a privilege - not a right. Permission to drive to and from school can be removed by poor driving habits in and around the schools, as reported by school staff, students and/or patrons. In order to ensure maximum student and vehicle safety and to prevent complaints concerning student driving, several regulations need to be observed.

1. Students are to park in the student parking lot on the north end of the building.
2. Vehicles are to be parked in designated areas/spaces.
3. Vehicles are never to pass a parked bus loading or unloading.
4. Vehicles should not block or interfere with the passage of other vehicles.
5. Students are not to be in the parking lot during the school day without special permission from school administration.
6. Students are not to loiter in their vehicles upon arrival to or prior to departing from the school parking lot.
7. Parking in the fire lane is prohibited.
8. The front drive is for buses only at loading or unloading time. Vehicles must use the northeast entrance/exit during this time. No traffic is permitted in the front parking lot while buses are loading and unloading.
9. Use a low rate of speed when buses are in and around the loading/unloading areas of the attendance centers, as many students are changing buses for different destinations.
10. If students need to attend to their vehicles for any reason, then they should be escorted by CCSD staff.

If students are in violation of the responsibilities of safe driving, students may lose their driving and/or parking on school property privilege for an amount of time as deemed by building administration.

### **Complaints And Grievances:**

It is the goal of the district to resolve student grievances at the lowest level. Students are encouraged to address problems to the teacher or other CCSD employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student may discuss this matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

### **Internet Access**

<https://clarinda.iowaschoolfinance.com/policy/6056r1-internet-appropriate-use-regulation>

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### **Open/Off Campus Guidelines:**

Juniors and seniors may apply for Open/Off Campus privileges. Students do not have a right to Open/Off Campus; it is an option provided to those juniors and seniors who have demonstrated a high level of maturity and can handle the responsibilities of a less structured school environment. Students on Open Campus are required to be in attendance during the times that their classes are in session and for scheduled assembly programs. Seniors

who are passing all classes and exhibit responsible behavior are not required to attend first or eighth period study halls. Juniors who are passing all classes must have earned Open Campus privileges to be excused for any portion of the school day, including study hall first or eighth period. It is very important that students on Open Campus are in school for their classes. The Open Campus option is awarded to students who have earned a GPA of 2.60 for the previous grading period and received passing grades in all courses and satisfactory progress of, including but not limited to, college classes, advanced placement courses, online options, etc.

Students opting for Open/Off Campus OR Students traveling off campus for CCSD/IWCC Courses must adhere to the following responsibilities: Exhibit responsible behavior, defined as:

- Students must be on time for class. Any student reported tardy 3 or more times in a quarter will forfeit their Open/Off Campus for the remainder of that quarter.
- Students reported un-excused for any part of the school day will forfeit their Open/Off Campus for the remainder of that quarter.
- Repeated violations of school rules/policies may result in the forfeit of Open/Off Campus.
- Students will forfeit their Open/Off Campus if found with a truant or unexcused student.
- Students found to have violated the Good Conduct Policy will forfeit their Open/Off Campus for the term of the Good Conduct ineligibility.
- Parents must have signed a completed Open Campus application and the application must be on file in the office for a student to be eligible for Open Campus.

(Note: A parent/caregiver or the principal may remove Open/Off Campus privileges from a student at any time.)

\*In the event a student violates the above responsible behaviors for CCSD/IWCC courses, that student may remain on the CCSD 7-12 building main campus and remote in for learning purposes. This will be determined by the building administration

### **Signs, Banners, Posters:**

Signs, banners and posters may be posted with permission from the building principal or building administration.

### **Semester Assessments:**

All students (7-12) are required to take semester exams in each of their courses. It is at the teacher's discretion on what that semester assessment consists of. Students are required to remain in the building during testing. Students are to remain in the classroom when they are finished with the semester assessment.

### **Videotaping/Recording:**

CCSD BOE Policy 804.6 The Use of Recording Devices on School Property

<https://clarinda.iowaschoolfinance.com/policy/8046-use-recording-devices-school-property>

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving/taking images or audio recording are banned from use for any purpose in locker rooms and restrooms at ALL times.

At no time are students or visitors authorized to video capture, photograph, or audio record others (students/staff/visitors) in the school building, on school property (to include school vehicles), or at school activities without prior consent.

Designated students may record a public performance, such as a game, honor assembly, concert, contest, etc. with the consent of a teacher, coach, or school administrator.

Students will be subject to discipline according to the student handbook and board policy for any violation of this policy.

## **Behavior Expectations and Consequences**

## **Classroom Conduct Expected by All Clarinda Students**

In addition to following classroom rules, you are expected:

- Be prepared for class.
- Be respectful to all.
- Show Cardinal Pride.

## **Cheating Or Plagiarism:**

Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process. Cheating includes copying someone else's work (from any source) and presenting it as your own, using someone else's ideas or concepts and representing them as one's original thoughts or ideas, allowing someone to copy your work, or the use of crib notes. Individuals found to be cheating will be subject discipline assigned by the teacher with the building principal support.

## **Consequences For Inappropriate Behavior:**

Consequences for behavior deemed inappropriate by a supervising adult could be subject to the following disciplinary actions.

- A. CONFERENCE with student/s and/or parents.
- B. PROBATION from events.
- C. DETENTION before or after school.
- D. IN-SCHOOL ALTERNATIVE PLACEMENT is the detention of a student in a designated area within the district throughout the school day.
- E. OUT-OF-SCHOOL SUSPENSION is the removal of a student from the school environment for a period of short duration. The administration may suspend a student for up to five (5) days. The superintendent may suspend a student for up to ten (10) days. This option is employed when a student's behavior creates a hostile environment or represents a gross or chronic infraction of school rules. Credit will be awarded for all completed assignments handed in upon a student's return to school. Assignments not completed upon a student's return to class will receive a zero. A student is not allowed on school property while serving an out-of-school alternate placement or suspension.
- F. EXPULSION is the removal of a student from the school environment by the Board of Directors. Upon the recommendation of the Superintendent or his/her designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

## **Due Process:**

Due Process occurs when these steps have been followed:

1. A violation of rules, regulations, policies or law takes place and the accused is informed or charged with a specific violation.
2. The person accused is given an opportunity to respond with their side of the situation.
3. Action is taken or a decision is made at this point and the due process procedure may end here.
4. The person found to be guilty has a right to appeal the action taken to the next level of authority if they do not agree with the action that is to be imposed

## **Guidance, Grading, Graduation**

The major guidance and counseling areas will be career exploration, knowledge of self and others and educational and vocational development. These areas will be through the guidance curriculum of individual planning, responsive services and system support. Students are asked to contact their counselors in all guidance and counseling matters. The counselors, in consultation with other staff members, will make available responsive services including individual and small group counseling, crisis counseling, referral to other agencies or professional resources, and vocational and educational placement.

In addition to our school counselors, CCSO will have access to School Social Work services contracted through another agency. This is setup to address emotional, behavioral, and/or mental health needs as needed for our students. This service will supplement existing services provided by our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to occurrences or crisis situations that may arise. Social workers may work with individuals or in groups with written parent/caregiver consent. Please contact the school counselor or administration if you have questions about this service.

### **College Visitations and Job Interviews:**

Juniors and Seniors may take college visits or job interviews as excused absences if approved by the building principal prior to the event. Parent permission will be needed. Visitations for colleges must be made through the counseling office.

### **Early Graduation:**

CCSD BOE Policy 505.6 <https://clarinda.iowaschoolfinance.com/policy/5056-early-graduation>

Students seeking early graduation will work with the school guidance office to complete necessary forms and approval from the school board. Graduating early means the students will not be allowed to attend any senior activities during 2nd semester for seniors, with the exception of Commencement Ceremony.

### **Grade Classifications:**

Class of 2022 and beyond:

- To be classified a sophomore 13 Credits
- To be classified a junior 26 Credits
- To be classified a senior 39 Credits

### **Grading System:**

A standard letter grading scale is used throughout the school in order to give a closer evaluation of students. Plus and minus signs are also used with the letter grade whenever necessary. Cumulative GPA will be kept with a 4-point scaled system.

Letter Grade Percentage Cut Off Grade Value

|    |      |      |
|----|------|------|
| A  | 95%  | 4.00 |
| A- | 90%  | 3.67 |
| B+ | 87%  | 3.33 |
| B  | 83%  | 3.00 |
| B- | 80%  | 2.67 |
| C+ | 77%  | 2.33 |
| C  | 73%  | 2.00 |
| C- | 70%  | 1.67 |
| D+ | 67%  | 1.33 |
| D  | 63%  | 1.00 |
| D- | 60%  | 0.67 |
| F  | <59% | 0.00 |

Additional Marks That May Appear On A Grade Report Include:

- I - Incomplete
- S - Satisfactory (Credit)
- Au - Audit (No Credit)
- U - Unsatisfactory (No Credit)
- W - Withdrew (No Credit)
- X - Work In Progress

### **Dual Enrollment Eligibility and Career And Technical Eligibility**

CCSD BOE Policy 604.7 <https://clarinda.iowaschoolfinance.com/policy/6047-dual-enrollment>

Clarinda's Board approved alternate measure for dual enrollment eligibility is a minimum score of 21 on ACT English, 21 on ACT Math, and 21 on ACT Science.

### **Recognitions**

#### **Academic Recognition**

##### **Academic Letter Award**

An Academic Letter Will Be Given To Students Who Have A Specified Cumulative Grade Point Average.

- 1<sup>st</sup> -year Letter Winner Will Receive A CHS Letter Inscribed With The Word "Academic."
- 2<sup>nd</sup> -year Recipients Will Receive A "Lamp Of Knowledge" Pin.
- 3<sup>rd</sup> / 4<sup>th</sup> -year Recipients Will Receive A "Year Bar."

To Be Eligible For An Academic Letter A Student Must Have A Cumulative GPA Of 3.5 At The End Of Second Term At Each Grade Level.

### **Graduating With Honors**

At Graduation, The Highest Cumulative GPA Will Be Designated As Class Valedictorian, And The Second Highest GPA Will Be Class Salutatorian.

- Student GPA Between 3.25-3.49 Graduates With "Honors"
- Student GPA Between 3.50-3.74 Graduates With "High Honors"
- Student GPA Between 3.75-4.00 Graduates With "Highest Honors"

### **Honor Roll:**

Honor Roll Is Computed and Published Each Grading Period. There Are Three Honor Roll Distinctions:

- Gold Honors GPA Of 3.67 To 4.00
- Silver Honors GPA Of 3.33 To 3.66
- Bronze Honors GPA Of 3.00 To 3.32

7-8 Grade Honor Roll Students will receive an Honor Roll Certificate every quarter.

### **National Honor Society:**

The National Honor Society Is An Important Part Of Our Program At Clarinda. Every Junior And Senior With A Cumulative Grade Point Average Of 3.50 (A-) Or Above Is Eligible For Consideration For The National Honor Society. A Selected Faculty Council Of Five Voting Faculty Members Appointed Annually By The Principal Shall Meet At Least Once A Year To Consider Non-selection, Dismissal, Other Disciplinary Actions, And Warning Cases. A Rating/Selection Process And Faculty Council Review Of Materials Will Determine New Members. Criteria For Selection Into The National Honor Society Include Outstanding Scholarship, Leadership, Service, And Character.

## **Medication Administration Guidelines**

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications are required during the school day. Iowa State Law and Clarinda Schools allow medications to be administered at school only when the following specific guidelines are met.

- Medicine prescribed 3 times a day should be given at home; before, after school and at bedtime. Medications that are to be given four times a day will be given at lunch in the Student Health Office.
- Herbal remedies, Natural Supplements or Essential Oils not approved by the Federal Drug Administration will NOT be administered by school personnel.
- All medications must be brought to the school and picked up by an adult. The medication will be kept in a locked storage area and distributed by the school nurse or school personnel that have taken the Medication Administration Course. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly.
- No medication is to be kept by students in their lockers, desks, or on them personally. Medications are to be kept in the school's designated area.
- Medications will be transported for field trips according to State of Iowa recommendations.
- Medication Administration Forms can be obtained from the school website or the school office.

Students With IEP's, As Required By Law, As Well As Students Who Receive Controlled Medications (Such As Ritalin, Phenobarbital, Or Codeine), Must Have A Signed Physician's Authorization For Each Medication On File At School. This Includes The Name Of The Medication, Dosage, Administration Route, Time To Be Given At School, Reason Receiving, And Possible Side Effects. Medication Authorizations Must Be Renewed Annually And Updated Immediately As Changes Occur.

It Is The Parent Or Guardian's Responsibility To Provide The Student's Medication To The School, As Well As Picking Up Any Remaining Medication At The End Of The School Year, Or Letting The School Know There Is A Change In Medication Or Dosage. When Controlled Medication Is Received, The Amount May Need To Be Documented. Medication Not Claimed By The Parent By The End Of The School Year Will Be Destroyed.

Procedures For Destroying Medication Shall Include Witness And Documentation.

A Student Who Is Usually Responsible For Taking their Own Medication May Do So In School Without Supervision By School Personnel, Provided The Parent Has Supplied Written Authorization To The School. In Instances Of Self medication, It Is Understood That The School Bears No Responsibility For Safeguarding The Medication Or Assuring That It Is Taken, And The Parent Should Provide A Written Statement Relieving The School Of Such Responsibility.

### **Health And Immunization Certificates:**

Students Who Wish To Participate In Athletics Or Are Enrolling In The District For The First Time, Shall Have A Physical Examination By A Healthcare Provider Stating The Student Has Received The Immunizations Required By Law. This Certificate Of Health Will Be Kept On File At The Building In Which The Student Is Attending. Students Enrolling For The First Time In The District Shall Also Submit A Certificate Signed By A Health Care Provider Stating The Student Has Received The Immunizations Required By Law. Exemptions From This Immunization Requirement Will Be Allowed Only For Medical Or Religious Reasons. The Student Must Provide A Valid Iowa State Department Of Health Certificate Of Immunization Exemption To Be Exempt From This Requirement.

### **Communicable Diseases:**

A communicable disease is any disease spread from person to person. Clarinda Community School district collaborates with Page County Public Health, CDC and local healthcare providers to provide guidelines, which in conjunction with the school nurse, define when a student is well enough to attend school.

### **Illness And Injury:**

The CCSD school nurse collaborates with the Page County Public Health, Iowa Department of Public Health, and local healthcare providers to provide guidelines which define when a student is well enough to attend school.

\*The General message to families, students, and staff is to stay home if you are not feeling well.

IF A STUDENT GETS SICK AT HOME: 24 hour Guidelines; Students should stay home until 24hours FEVER free without fever-reducing medications (fever is defined as greater than or equal to 100.4 degrees.), 24 hours without VOMITING or DIARRHEA, and/or 24 hours after starting antibiotic treatment.

IF A STUDENT GETS SICK AT SCHOOL: School nurse will use professional judgment to determine if the student may return to class, be referred for further medical intervention or be sent home for rest and observation.

Regardless of the nature of the illness, anyone presenting with illness symptoms that suggest communicable illness (as defined above) will be sent home with instructions to consult with their healthcare provider who can further assess, diagnose, and prescribe appropriate care to include when it is advisable to return to school.

### **Protective Devices:**

In Accordance With State Law, Students Participating In Certain Classes Are To Wear Protective Devices. Any Student Failing To Comply With Such Requirements Will Be Temporarily Suspended From Participation In Said Course, And The Registration Of A Student For Such Course May Be Canceled By The Principal For Willful, Flagrant, Or Repeated Failure To Observe The Above Requirements.

## **Student Activities Code**

### **Academic Eligibility: 9th-12th Grade**

- Must Be A Full Time Student. A Full Time Student Should Be Enrolled In 8 Classes Each Semester.
- Must Pass All Courses At End Of Grading Period.
- Must Meet All Eligibility Requirements Of The Iowa High School Athletic Association, The Iowa Girls Athletic Union, The Iowa Music Association And The Iowa Speech Association.
- Entering The High School For The First Time As 9th Graders Will Be Declared Academically Eligible. Ninth Grade Students Must Meet The Stated Standards After The First Semester Grade Period.
- Students With IEP's Will Be Eligible Based On The Student Progress On their Individual Education Program And The Recommendation Of The IEP Team.

These Guidelines Pertain To All Extracurricular Activities. Classes That Meet During The Course Of The

Instructional Day (Band, Drama And Vocal Courses) Are Recognized As Curricular In Nature, Thus, Enrollment Is Exempt From Student Eligibility Guidelines. However, Participation In Public Performances By Students In Curricular Classes May Be Subject To The Academic Eligibility Criteria.

Students Who Are Academically Ineligible After A Semester Remain Ineligible For 30 Calendar Days Of Athletic Competition Starting From The First Day The State Allows Athletic Competition. The Period Of Ineligibility For Non-athletic Activities Begins Immediately And Runs 30 Calendar Days. This Definition Does Not Apply To 9th Grade Students. Students Must Attend The “Guided Study Program” (See Below) During The Term Of Their Ineligibility.

Academic Probation: Students Who Are Academically Ineligible After Quarter 1 & Quarter 3 Will Be Declared Ineligible Unless Participating In The Guided Study Program. A Probationary Academic Option Will Be Made Available To Students Who Participate In A Guided Study Program. These Students Will Regain Their Eligibility If They Attend All Guided Study Sessions/Or/Document Passing Performance In All Courses.

**The Following Procedures Will Be Used To Gain The Probationary Status:**

- Students Who Are Ineligible Will Be Invited To Attend Guided Study Sessions If Failing Midterm Grades Were Issued.
- In Order To Gain Probationary Status, The Student Must Acknowledge The Offer And Agree To Attend All Study Sessions.
- The Student Will Become Eligible If they Attend All Study Sessions And Demonstrates Improvement In Targeted Courses.
- All Teachers Will Be Notified Of Students On Academic Probation.
- The Dean of Students/Activities Director Will Monitor Students On Probation Every Week After The First Two Weeks Of The Quarter For The Remainder Of The Semester.
- The Dean of Students/Activities Director May Rescind The Eligibility Of A Student On Probation If The Student Does Not Attend All Study Sessions /Or/ Fails To Demonstrate Improvement In Target Courses.
- If A Student On Probation Loses their Eligibility, they Will Remain Ineligible For The Remainder Of The Quarter.
- Students Gaining Probationary Status Must Meet The Academic Eligibility Requirements Of The Iowa High School Athletic Association, The Iowa Girls Athletic Union, The Iowa Music Association And The Iowa Speech Association, At The End Of The Term.

**Activity Policy:**

Clarinda Community Schools Boys' And Girls' Extracurricular Athletic Teams And Co-curricular Programs Are Before The Public Eye Throughout The School Year. In Order To Prevent Adverse Public Reaction, Prevent Dissension Within The Various Programs, And For The General Welfare Of All Participants And The School, It Is Imperative That Quality Standards Of Conduct, Appearance, Dress, Training And Eligibility Be Established As A Part Of The Extra/Co-curricular Programs.

**Activity Participation:**

The Activity Program Functions On An Extra/Co-curricular Basis, And, Therefore, Student Participation Is Completely Voluntary. In Order To Participate In Extra/Co-curricular Activities, The Student Must Have On File In The Activity Director's Office The Following:

- Completed Physical Form (Athletics Only)
- Parental Consent To Participate (Athletics Only)
- Purchase Of Student Activity Ticket

Participants Are To Demonstrate Acceptable Standards Of Physical Training Throughout The Sport Season. An Activity Season Shall Be Defined As The Date Of The First Practice Through The Date Of The Final Contest Or Meet. Students Will Abstain From The Use Or Possession Of Alcohol, Use Or Possession Of Tobacco, And The Use Or Possession Of Drugs Or Other Controlled Substances.

**Specific Rules For Students who participate in Activities:**

The Coaching Staff Or Activity Sponsor Shall Have The Authority To Establish Any Rules Which Will Aid In The Administration Of Their Sport Or Activity During The Season With The Approval Of The Principal And Activity Director. These Standards Have Been Developed For The Purpose Of Establishing And Maintaining A Quality Program At Clarinda High School. Also, From The Desire To Adhere To The Activity Code/Good Conduct Policy,

A Sense Of Pride And Self Discipline Will Evolve Which Will Greatly Aid The Programs In Future Goals And Endeavors.

Each Head Coach/Sponsor Will Put Down Training Rules Besides The General Rules For Their Specific Sport. It Is The Responsibility Of Each Participant To Know These Rules And Then Adhere To Them. A Student May Be Dropped From The Sport Or Activity For Not Following These Specific Rules. Parents Will Be Furnished A Copy Of Rules For A Specific Sport.

Each Head Coach Is Required To Provide The Dean of Students/Activities Director And Principal With A Copy Of Rules And Requirements Of Each Sport.

#### Factors For Athletic Eligibility:

- A Student Must Have A Doctor's Certificate Of Fitness For The Current School Year.
- A Student Must Not Have Attended High School For More Than 4 Academic Years (9-12).
- A Student Must Not Be Twenty Years Of Age Or Over.
- A Student Must Pass All Regular Subjects The Last Term And Current Term.
- A Student Must Have Been In School Last Term And Must Have Entered School This Term No Later Than The Second Week Of School.
- A Student Must Never Have Accepted An Award For High School Athletic Participation Other Than The Unattached Letter Of The School Or Other Than An Inexpensive, Un-mounted, Unframed Paper Certificate Of Recognition.
- A Student Must Never Have Received Any Money, Expense Or Otherwise, For Participation In Any Athletic Activity.
- A Student Must Not Compete On A Team Other Than Our School Team During The Season Of A Sport Without The Previous Written Consent Of The Administration.
- A Student Must Not Have Trained With A College Squad Or Have Participated In A College Contest.
- A Student Must Not Have Changed Schools In The Current Term (Except A Residence Change With Parents).
- A Student's Habits And Conduct, Both In And Out Of School, Must Make The Student Worthy To Represent The Ideals, Principles, And Standards Of Our School.
- A Student Must Not Have Been Trained In Any Sport By Their Own Coach Outside The Season As Established By Their State Association.
- A Student Is Not Eligible For Any Extracurricular Activity During Any Period Of Suspension From School.

#### Personal Appearance

The Variations In The Physical Features Of Different Individuals Create A Need On The Part Of Coaches And Sponsors To Be Flexible When Evaluating A Participant's Appearance.

#### Conduct

As Representatives Of Clarinda Community Schools, Participants Are Expected To Conduct Themselves Properly In Their Own School And When Visiting Other Schools.

#### Dress

Students Will Conform To The Coach's Or Sponsor's Request For Game Or Contest Days And For Travel.

#### Attendance

Students Are Expected To Be In Regular Attendance The Day Of And The Day After A School Activity. Students cannot miss more than 45 minutes of the day. Failure To Adhere To This Expectation Will Result In Disciplinary Action Which May Include Removal Of Participation Privileges.

#### Practice Attendance

Practice Is Required If The Student Is In Attendance At School, Unless Excused By The Coach Or Sponsor. Penalty Shall Be Suspension From Competition.

#### School Transportation

All Team Members (Coaches, Managers, And Athletes) Will Travel To And From Competition On School Provided Transportation. Exceptions Will Be Considered If Arrangements Are Made In Advance And Parents Provide The Alternative Transportation.

### Make-up School Work

All Schoolwork To Be Missed Because Of Participation In Extra/Co-curricular Activities Must Be Made Up Or Arrangements To Make Up Approved Prior To Departure. Pre-absence Slips Will Be Used For Classes Missed.

### Quitting An Activity

Any Student Wishing To Quit An Extracurricular Activity Must Have A Conference With The Sponsor Of That Activity. Before Entering A New Activity In The Same Time Framework, The Student Must First Have A Conference With The Sponsor Of Both The Activity The Student Is Leaving And The One The Student Is Planning To Enter, And Then The Student Must Secure Permission From The High School Administration. Before Any Change In Activity Is Made, Written Parental Consent Must Be Submitted To The Administration. When Both Activities Involve Competition, Permission To Enter The New Activity Will Rarely Be Granted After Competition Has Begun.

## **Dual Sport Participation: 9th -12th Grade**

Students Participating In Two Activities During The Same Season

Students Are Allowed To Participate In Two Co-curricular Sports Activities (This Includes Cheerleading) During The Same Season. Students Wishing To Participate In Two Sports During The Same Season Will Need To Obtain A Request Form From The Athletic Director And Follow The Guidelines Set By The Athletic Department Involving Dual Sport Participation. Requests Must Be Turned In Before The First Practice.

### Rules Of Dual-sport Participation

A Student Who Wishes To Participate In Two Sports During The Same Season Must Designate A Primary Sport Before The Beginning Of The First Appointed Date Of Practice Set By IHSAA/IGHSAU For The Season Of Participation.

- A Primary Sport Is Defined As The Sport Which Takes Precedence Over Another Sport In The Event There Is A Conflict Of Schedule Or Any Other Matter That Could Lead To A Conflict. If One Sport Has A Contest And The Other Has Practice, The Contest Will Take Precedence.
- If One Sport Has A Competition And The Other Has A Hawkeye 10 Conference Contest, District/Regional Contest Or State Contest, The Student Will Go To Conference, District/Regional Or State Contest Regardless Of Primary Or Secondary Sport Designation.
- The Student Must Practice In Both Sports But The Amount Of Practice Time Will Vary. On Non-competition Days, The Athlete Will Go To The Primary Sport Practice And Then Try To Make It To The Secondary Sport Practice, If That Is An Option. Secondary Sport Coaches Will Need To Work Out Practice Times With The Dual Sport Athletes.
- Dual Sport Athletes Should Not Be Punished For Missing Practice.
- Approval May Be Denied Because Of Academic Concerns At Any Time During The Sport Season. The Athlete Then Will Participate In The Primary Sport Only.
- The Student And Parents Or Legal Guardians Must Sign A Contract Of Dual-sport Participation Before The First Practice Session He Or She Attends.
- In The Event That A Student Is Disciplined For Any Infraction In A Specific Sport, The Consequence Will Also Be Applied To The Second Sport In The Season Of Dual Participation.

## **Extracurricular Activities**

### Clubs/Organizations

Cardinal Yearbook  
International Thespian Society  
Class Officers  
National Honor Society  
FCCLA Student Council  
FFA  
BPA  
9-12 Student Council  
7-8 Student Council

### Fine Arts

Band (Pep, Jazz & Concert)  
Chorus  
Ensembles (Instrumental & Vocal)  
Fall / Spring Play  
Individual/Large Group Contest Speech

#### **Athletics**

Baseball (Summer)  
Golf (Boys & Girls)  
Basketball (Boys & Girls)  
Softball (Summer)  
Cheerleading  
Tennis (Boys & Girls)  
Cross Country & Track (B & G)  
Volleyball  
Football Wrestling  
Bowling (Boys & Girls)

#### **Open Night:**

CCSD BOE Policy 508.2 <https://clarinda.iowaschoolfinance.com/policy/5082-open-night>

In keeping with good community relations, CCSD-affiliated student activities, including meetings, practices, rehearsals, competitions or performances by student groups, teams or organizations, will not be scheduled past 6:30 p.m. on Wednesday night or on Sunday mornings before noon. Exceptions must be approved by the CCSD School Board.

All CCSD-affiliated school activities will follow the exceptions agreed upon by the Hawkeye-10 Activity Directors. It is the responsibility of the building principal and/or Activities Director to oversee compliance with this policy.

#### **Social Events:**

All School-sponsored Events shall be under the control of CCSD employees. Approval for an event shall be secured from the Activities Director or Principal. The event shall be placed on the school calendar before a public announcement is made. As determined by the building administration, the event hours, behavior, and activities related to school sponsored events should be considered reasonable and proper.

#### **Student Council:**

The Majority Of The Social Functions Of The High School Are Handled Through The Student Council Organization. The Major Highlight Handled By The Group Has Been Homecoming. The Student Council Most Importantly Serves The Chief Purpose As The Connecting Link Between The School Staff And The Student Body. You Are Urged To Make Use Of The Members So They Can Bring Both Individual And Group Problems Before The Governing Body.

#### **Student Organizations:**

No Student Organization Shall Exist Unless It Is Approved By The Board Of Directors. The Building Principal Shall Determine Qualifications And Regulations For Student Groups And Shall Make Recommendations To The Board and Superintendent For Groups Seeking Approval.

Applications For Organizing Shall Be Relayed To The Superintendent Through The Building Principal.

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

CCSD BOE Policy 401 <https://clarinda.iowaschoolfinance.com/policy/104-anti-bullyinganti-harassment-policy>

#### **Open Enrollment**

Student transfers into Clarinda:

CCSD BOE Policy 501.6 <https://clarinda.iowaschoolfinance.com/policy/5016-student-transfers>

Students transfers out or withdrawals from Clarinda:

CCSD BOE Policy 501.7 <https://clarinda.iowaschoolfinance.com/policy/5017-student-transfers-out-or-withdrawals>

## **Emergency Drills for Standard Response Protocol: Evacuate / Shelter / Lockout/ Hold /Lockdown**

Clarinda School conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously.

All procedures follow the Standard Response Protocol. More information can be found at: [I Love U Guys Foundation](#)

## **Emergency School Closing or Delay**

In the event weather conditions or emergencies make it necessary to close or delay school, KMA radio 960 AM, 99.1 FM and the school social media/website shall provide public information. Parents will be notified through the student information system via text or email.

## **Good Conduct Rule**

It is the belief of the Clarinda Community School District that public education is a right. However, participation in extracurricular activities is a privilege and carries expectations of exemplary responsibility and behavior. The district cannot account for every situation and this serves as a guide and is not all inclusive. The district receives the right and authority to address issues and concerns as it deems necessary and appropriate.

Students who participate in extracurricular activities should display the highest character while serving as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal or violate the Code of Conduct. Students who fail to abide by this policy and administrative regulations supporting it may be subject to disciplinary measures. The principal (or designee) shall keep records of violations of the Good Conduct Rule. It shall be the responsibility of the superintendent (or designee) to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set forth by the school district for participation in the activity.

The following activities are covered by district policies and rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, graduation speaker, class officer, student government officer or representative), state contests and performances for cheerleading or any other activity where the student represents the school district. Any student with a Good Conduct Violation within twelve (12) months of homecoming, will not be eligible for homecoming royalty, beginning with the class of 2019-2020 school year.

To retain eligibility for participation in Clarinda High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who admits to or who is found to have used or to have been in possession or control of an alcoholic beverage (as defined in Chapter 123 of the 1999 *Code of Iowa*) or a controlled substance (as defined in Chapter 124 of the 1999 *Code of Iowa*), or who admits to or is found by school administration to have used or possessed cigarettes, vapes, juuls or tobacco products (as defined in Chapter 453A of the 1999 *Code of Iowa*) or to have committed any criminal offense (other than minor traffic violations), shall be ineligible for public performances in his/her current extracurricular activities.

## **VIOLATIONS OF THE GOOD CONDUCT RULE**

### **Category A**

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription.
- O.W.I., felonious charges, and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.).

### **Category B**

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as an aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).
- Use, possession, or purchase of alcoholic beverages.
- Any action that could be considered dangerous to the well-being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc.

### **Category C**

- Use, possession or purchase of tobacco products, regardless of the student's age.
- Gross misconduct, gross insubordination, hazing, harassment of others, etc.
- Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation. (e.g. Shoplifting, trespassing)
- The administration has the discretion to categorize a violation under a higher category if the situation warrants.

### **The Dean of Students/Activities Director shall keep records of violations of the Good Conduct Rule.**

## **CONSEQUENCES**

### **Category A:**

#### **1st offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### **Category A:**

#### **2nd offense or more:**

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

### **Category B:**

#### **1st offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school

- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### **Category B:**

##### **2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### **Category B:**

##### **3rd offense or more:**

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

#### **Category C:**

##### **1st offense:**

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
  - If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

#### **Category C:**

##### **2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school.

However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance

- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months Completion of the education program

### **Category C:**

#### **3rd offense or more:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months Completion of the education program

### **Suspension from Sporting Events - Regulations**

Suspension from sporting events is described below. The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or canceled. Each day of a multi-day meet or tournament is considered a date (e.g. John Harris Wrestling tournament is two dates). Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student will be ineligible to compete in all other performances or contests at any level during the primary level suspension period.

If a sports season ends prior to completion of the suspension, there will be a “carry-over” to the next sport in which the student is participating. Also, the student will be required to complete the sport season in which they are participating, or the suspensions served during that season will be invalid.

During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

### **High School Sports**

Timely Admission

25% 50% 25% 50%

Football 2 4 1 3

Cross Country 2 4 1 3

Volleyball 3 7 2 6

Basketball 5 10 4 9

Wrestling 3 7 2 6

Bowling 3 7 2 6

Tennis 3 6 2 5

Track 3 6 2 5

Golf 3 6 2 5

Baseball 7 15 6 14

Softball 7 15 6 14

Cheerleading Corresponds with sport in season

## **Education Program**

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

## **Honesty Clause/Timely Admission**

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

“Timely Admission” means the student notifies school administration on the next day of attendance following the violation. If the violation occurs during the summer break, the student has (3) days to make a “timely admission” to school administration. This “timely admission” option is available only once and only with a first violation of either Category A or B.

## **PENALTIES:**

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First Offense: up to six (6) weeks of ineligibility.
- Second Offense: up to ten (10) weeks of ineligibility.
- Third Offense (and each subsequent offense): up to twelve (12) calendar months of ineligibility. An ineligible student is expected to continue to attend all practices, rehearsals, or organizational meetings to the conclusion of an activity, but may not “suit up”, perform/ participate, nor exercise the duties or privileges of any school organizational office.

### **Reduction in penalty:**

**First Offense** - A two (2) week reduction period of ineligibility will take place if a student “self reports” a violation to the principal/activity director after having had opportunity to do so. To “self report” a student must notify a school administrator of the Good Conduct violation the first school day following the incident and/or before the school administration is made aware of the incident from another reliable source.

**Second Offense** - A two (2) week reduction of ineligibility will take place if a student “self reports” a violation to the principal/activity director after having had opportunity to do so. To “self report” a student must notify a school administrator of the Good Conduct violation the first school day following the incident and/or before the school administration is made aware of the incident from another reliable source.

## **Homelessness**

CCSD BOE Policy 501.16 Homeless Children and Youth

<https://clarinda.iowaschoolfinance.com/policy/50116-homeless-children-and-youth>

## **Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance in school. It shall be the responsibility of each student to keep the student’s assigned locker clean and undamaged. The expenses to repair damage done to a student’s locker may be charged to the student. A student’s locker may be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Illegal items may be given to law enforcement officials. Lockers may be searched at any time with at least two people present. Locker maintenance inspections are conducted periodically throughout the school year to ensure that lockers are kept clean and well maintained.

**Students MAY NOT change lockers at any time during the year unless the office grants permission.**

## **Search and Seizure**

CCSD BOE Policy 502.8 <https://clarinda.iowaschoolfinance.com/policy/5028-search-and-seizure>

CCSD BOE Policy 502.8 E1 Checklist –

<https://clarinda.iowaschoolfinance.com/policy/5028e1-search-and-seizure-checklist>

CCSD BOE Policy 502.8 R1 – Search and Seizure Regulation

<https://clarinda.iowaschoolfinance.com/policy/5028r1-search-and-seizure-regulation>

CCSD BOE Policy 502.8 R2 – Use of Dogs to Search School Property

<https://clarinda.iowaschoolfinance.com/policy/5028r2-use-dogs-search-school-property>

Excerpt “Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or on the District’s/school website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.”

## **Tobacco, Alcohol and Controlled Substances**

CCSD BOE Policy 502.7

<https://clarinda.iowaschoolfinance.com/policy/5027-prohibited-substances-and-alcoholic-beverages-possession-using-being-under-influence>

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or “look alike” substances that appear to be tobacco, alcohol, or controlled substances by all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. The possession of tobacco or drug paraphernalia is also forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violations may also be reported to local law enforcement authorities.

## **Video cameras**

The school district will annually provide the following notice to students and parents: The Clarinda Community School District Board of Directors has authorized the use of video cameras in school buildings and on school grounds. The video cameras will be used to monitor student behavior, to maintain order, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

## **Tardy Policy**

Regular attendance to class and being on time is absolutely necessary for a student to gain the maximum benefit from their educational experience. More and more employers, colleges and vocational schools are checking on attendance records for absences and tardiness. They are aware that good and prompt attendance develops dependability in a student.

All students are responsible to be in their classroom when the tardy bell rings at the beginning of each class. Showing up to class late is disruptive to the teaching and learning process. Tardies will be recorded and monitored in the office. A student’s history of tardies will be maintained on a school quarter (9 week) basis. A tardy is defined as arriving late to class ten (10) minutes or LESS for unexcused reasons. Passing time is three (3) minutes long and gives adequate time for students to take care of all hallway business and arrive at the next class on time. If one is needing to use the restroom that will take longer than the allotted time it is asked that they check in and sign out with their teacher first.

The administration has disciplinary discretion up to OSS if need warranted.

The tardy policy is as follows:

**Tardy 1-3:** Warning. At tardy #3 students will be given a verbal warning and reminded of the tardy policy. Parent/Caregiver communication will be made.

**Tardy 4:** Serve 1 lunch detention and lose open campus for the remainder of the quarter.

**Tardy 5:** Serve 2 lunch detentions

**Tardy 6:** Serve 3 lunch detentions

**Tardy 7:** Serve 2 afternoon detentions

**Tardy 8:** Serve 3 afternoon detentions

**Tardy 9:** Serve 4 afternoon detentions

**Tardy +10:** Serve one day of In-school suspension for every tardy during this 9-week cycle

## **Academic Intervention Time (AIT)**

Academic Intervention Time (AIT) is our built in daily intervention time for students to receive additional academic assistance. This will happen for students in grades 7-12 on all regularly scheduled school days. Students that have a silver and bronze status will not be able to have their phones and other personal devices to use so that they are able to focus on their academics.

All students have an opportunity to earn a gold status if they meet the requirements during each cycle (approximately every two weeks).

Students are expected to report to their groups based on the number of missing assignments, grades in current courses, disciplinary violations, and ISASP scores to get additional help in their area of need. Groups may change every two week cycle.

**\*\*In the event students do not attend their required sessions with their assigned instructor, they will be subject to discipline according to the handbook.\*\***

Juniors and Seniors will have the option to utilize their earned "Open Campus" status during this time if they have gold status. The criteria for each level is listed below and is subject to change by administration if needed.

| Leveled Groups                                             |                                                                        |                                                                         |
|------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Gold                                                       | Silver                                                                 | Bronze                                                                  |
| All classes are being passed with a minimum grade of a C-. | Student has one or more D's or F's.                                    | Student has two F's, 3 D's or multiple missing assessments.             |
| No office referrals                                        | Student has up to three missing assignments or one missing assessment. | 3 or more detentions assigned by a teacher.                             |
| Proficient on ISASPs                                       | 2 detentions assigned by a teacher.                                    | Two or more office referrals                                            |
|                                                            | One office referral                                                    | More than three tardies to first period class or one unexcused absence. |
|                                                            | Three tardies to first period class.                                   | Not proficient on ISASP scores                                          |
|                                                            | Not proficient on ISASP scores                                         |                                                                         |