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CLARKE COMMUNITY MIDDLE SCHOOL**2018-2019 FACULTY****ADMINISTRATION**

Steve Seid, Superintendent

Jeff Sogard, Principal

Christie Averweg.....Band
Walker Adams.....8th Science
Jeff Beener.....7th Resource
Brandi BoydVocational Agriculture
Jeff Ehrhardt7th Math /Physical Education
Lori Ehrhardt.....7th Science / PLTW
Dave Henderson.....8th Physical Education
Cheri McCann.....School Nurse
Deb Holmes.....Special Education
Scott Bixby.....8th Resource
Anthony Battani.....7th Social Studies
Kirstin Knight.....Spanish
Steve Tussey.....Counselor
Michelle Lee.....8th Math
David Lyden.....Industrial Technology
Mary Pohlmann.....Chorus
Don May.....Speech
Kayleen McCann.....Physical Education
Jessica Fridley.....ELL
Paula Reece.....TAG
Jean BahlsCurriculum Director
Tracey Schlichte.....8th Language Arts
Morgan Singleton.....Art
Korey McKasson.....Special Education
Courtney Teghtmeyer.....Family & Consumer Science
Molly Audlehelm.....7th Language Arts
Kelly WileyLibrarian
Ronda Wishon.....8th Language Arts / HGD
Laura Horton.....7th Language Arts
Thomas Kedley.....8th Social Studies/ City Civics
Tracy Johnson.....Activities Director
Kyle Eckermann.....8th Careers, 7th Computer Applications
Brad Lampe.....Secondary (7-12) Instructional Coach
Ruby Clyde.....Middle School (7-12) Success Coach
Mary Murphy.....Secondary (7-12) Technology Coach

CLARKE COMMUNITY SPECIAL SERVICES 2018-2019

Vicenta Arellano.....ELL Interpreter
Anna Beckett.....Associate
Miguel Ramos.....Custodian
Sue Brimm.....Activity Director Secretary
Sheryl Burke.....Associate
Karen Rivera.....Cook
Connie Courcier.....Cook

Jim Dingeman.....	Associate
Kandy Jensen.....	Head Cook
Lori Giza.....	Associate
Karla Pelkay.....	Custodian
Roger Johnson	Custodian
Kimberly Ladd	Associate
Nancy Hewlett.....	Associate
Joan Hodges.....	Cook
Patty Hostetler.....	Associate
Dana Irving.....	Associate
Rusty Bonjour.....	Supervisor
Marcus Kious.....	Juvenile Court Liaison
Cris McAfee.....	Middle School Secretary
Lisa Miller.....	Print Shop
Mary Oehlert.....	Associate
Linda Pate.....	Associate
Ronda Pierceall.....	Associate
Cathy Rommes.....	Cook
Maria Salinas.....	ELL Interpreter
Kathy Simmerman.....	Food Service Supervisor
Janelle Smith.....	Associate
Diana Stevens.....	Cook
Jane Wargo.....	Cook
Elizabeth Weeda	Associate
Kevin Yearington.....	Custodian

CLASS SPONSORS

EIGHTH

Ronda Wishon	Tracey Schlichte
Michelle Lee	Thomas Kedley
Laura Horton	
Walker Adams	

SEVENTH

Lori Ehrhardt	Molly Audlehelm
Jeff Ehrhardt	Fallon Reicks
Jeff Beener	Anthony Battani

ACTIVITIES SPONSORS

SLLC – Korey McKasson

CHEERLEADING – OPEN

FOOTBALL

Scott Campfield, Steve McWilliams

Don May, Doug May

BASEBALL

Don May / Dale Helgevold

VOLLEYBALL

7th Grade – Lindsay Diehl

8th Grade – Jeff Ehrhardt

SOFTBALL

Dave Henderson / Kimberly Adams

GIRLS BASKETBALL

7TH Grade – Kayleen McCann

8TH Grade – Dave Henderson

BOYS BASKETBALL

7TH Grade – Kyle Eckermann

8TH Grade – Dave Henderson

WRESTLING – OPEN

BOYS' TRACK

Doug May

Asst. – **OPEN**

GIRLS' TRACK

Matt Bell

Asst. – **OPEN**

Jurisdictional and Behavior Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers,

other employees, students, visitors and guests with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Appropriate classroom behavior allows teachers to communicate more effectively with students.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves student or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, and regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the Student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Middle School Principal's Office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

I. GENERAL INFORMATION

A. Daily Schedule

School Hours

Students may be present on school grounds before 7:45 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. The Clarke Middle School students' program is scheduled within an eight period day.

The definition of homelessness in the 2004 revision of Chapter 33, Educating the Homeless, p. 1 Education (281) IAC

"Homeless child or youth" is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

If you know of children who are homeless, please contact the school district central office or superintendent. The school district can initiate help for the child(ren). Call the office at 641-342-4969, stop in the central office, or e-mail the superintendent, your help is needed and appreciated.

B. School Closing

All school closings, delays, and dismissals will be advertised on the Clarke District website. You may also sign up to receive text / email alerts through the website. Contact the Middle School Office for questions regarding this service.

Area radio/TV stations will be advised by 6:20 a.m. if school will be closed, delayed or if there will be early dismissal, and cancellation or postponements of activities and practices due to inclement weather conditions. Please listen to one of the stations listed below.

WHO Radio (1040 AM, Des Moines)

KCCI Channel 8 TV, WHO Channel 13 TV

If weather conditions become hazardous during the day, school may be dismissed early to allow buses to get children home safely. Again, be alert to the stations listed above. If no announcement of a closing is given, you may safely assume that there will be school. The missed day may have to be made up at a later date. It is very important your child knows where to go in case of an emergency early dismissal.

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

C. Visitors

All visitors to Clarke Middle School are required to report to the Middle School office to register and obtain a pass. Guests may only eat lunch with a student with the principal's permission. Parents are always welcome to visit the school and should obtain their visitor's pass from either office upon request. A visitor's badge will be required for *all* visitors in the building.

All doors will be locked during regular school hours. Visitors may enter through Entry 31 from 8:10 AM – 3:25 PM through the School Security System.

D. Student Activities

Clarke Community Middle School offers a wide variety of student activities. Students are encouraged to get involved with at least one of the following activities:

Athletic Teams: baseball, basketball, cheerleading, football, softball, track, volleyball, and wrestling.

Clubs / Organizations: Band, Chorus, SLLC, MSPD, Health & Wellness Committee, Book Club, Math Counts, Coding Club, and Tech Club.

E. Student Lighthouse Leadership Council

The SLLC is the organization through which students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The SLLC tries to promote leadership, initiative and self-control among its members.

F. Activity Tickets

Every student has the opportunity to purchase an activity ticket. This will admit you to all school events during this year including summer athletic events. Cost of this activity ticket is \$35.00. Adult passes are \$75.00.

G. Activity Trips

A student who participates in an out-of-town school activity (team members, cheerleaders, music groups, etc.) will be allowed to ride home from the activity with their parent, provided the parent personally picks up his/her child and tells the activity sponsor the child is leaving with him/her, or with the parent of another team member, provided the parent has personally contacted a school administrator or designee prior to the student's leaving for the activity. Direct parent contact must be made with an activity sponsor if a child is to leave an activity by any means other than school transportation. The parent with whom the student will be riding must personally contact the activity sponsor prior to leaving the event a request must be made for each event.

H. Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

I. Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to take the field trip. Absences from other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students are expected to treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a prior approval form signed by the student's parents.

J. Change of Address

Students are requested to report to the office and guidance office whenever they have a change of address or telephone number. Parental and guardianship status must also be reported to the office immediately when a change takes place.

K. School Withdrawal/Transfer

If a student wishes to withdraw from school or transfer to another school, the parent or guardian must make this request through the counselor or principal. The student must return his/her books and obtain the necessary signatures on a withdrawal or transfer form prior to leaving school and return it to the office.

L. Open Enrollment

Open enrollment is an option for students should they wish to attend another school district other than Clarke Schools. For additional information regarding this option please contact Clarke Community Schools, Central Administrative Office, 802 N Jackson, Osceola, Iowa, 50213, (641) 342-4969.

M. School Fees

The school district may charge fees for certain items, such as textbook rental. 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 students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Book Fees	\$60.00 (maximum cost per family is \$150.00)
Drivers Education	\$325.00
Locker Padlock Replacement	\$4.00

N. Emergency Forms (paper or electronic)

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office at 342-4221, if the information on the emergency form changes during the school year.

O. Student Records Access

Clarke Middle School will follow Board Policy in regards to student records access and maintenance.

II. Student Health

A. Nurse

Students feeling ill or having other health problems during the school day may make use of the nurse's services. If a student becomes ill during the school day, they must check with the nurse, or the office personnel in her absence. The nurse will give permission for the child to go home if medically necessary. Students are not to call their parents to pick them up from school if they are feeling ill without first seeing the nurse. After being seen by the nurse, she will call the parent if the student needs to be sent home. Students are not to call parents themselves.

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school will notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if needed. The school will contact emergency medical personnel, if necessary, and notify the parents where the student has been transported for treatment.

B. Medication Policy

Authorized school personnel under the following conditions and procedures may administer medication:

1. All medication to be dispensed by the school personnel may only be administered under the written order of a physician designated by the parent/guardian.
2. All medication accepted by school personnel for dispensation during school hours shall be accompanied with a prescription which states "specifically" the time and amount of dosage and reason for administration.
3. The amount of medication stored on school premises shall not exceed one (1) month's supply.
4. All medication for each child, to be dispensed by school personnel, shall be maintained in an appropriate medication container with the name of the child in an original pharmacy bottle with a label or in the original manufacturer's packaging with the child's name clearly written on the package.
5. All medication shall be stored in a locked cabinet or desk drawer and effective controls shall be maintained by school personnel to guard against inappropriate use by the student, other students or staff.
6. All medication may be dispensed by either the school nurse or school employee with a medication certification with preference for the utilization of the school nurse whenever possible. A record of daily dispensation must be maintained.
7. School policy states that students are not to have any kind of medication, prescription or over-the-counter, in their locker or on their person at any time while on school premises. The school shall not be responsible for monitoring the usage of medication by a student during school hours when the student carries and self-administers their own medication. If the student brings medication to school it shall be given to the nurse upon arrival at school.
8. Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the nurse.
9. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have or cannot afford insurance should contact their coach.

C. Immunizations

Prior to starting school, or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

In 2013, a law was passed in the state of Iowa requiring all incoming 7th grade students to get an updated Tdap (tetanus, diphtheria, and pertussis) vaccine before the start of the school year. This is in response to the large number of cases of pertussis (whooping cough) over the last few years. If your child has not gotten a booster of this vaccine within the last year, please make an appointment with your local physician, pediatrician or public health to get this vaccine as soon as possible. Please get the information to the school nurse when your student has received the vaccine.

D. Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor, stating the student is physically fit to perform in athletics, prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

E. Communicable and Infectious Diseases

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

F. 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 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 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.

G. Crisis Plan

A crisis plan for the school has been developed. The security and safety of the students is of prime importance at Clarke Middle School. The current program being used is A.L.I.C.E.. Students and staff receive training in emergency situations.

H. Insurance

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

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

III. STUDENT SERVICES

A. Counseling Services

We are fortunate to have an excellent counseling program, and students should see a counselor for all guidance-related needs. **Except in an emergency, students should not make appointments to see a counselor during times they are assigned to a class, nor be in the counseling waiting area.**

There are a number of guidance activities which all students encounter but, beyond a certain point, there are a great number of highly individualized services, which are available to students who desire them. The Guidance Department provides for: personal counseling, vocational planning, referral to specialized agencies, college planning, applications and financing, and improvement of interpersonal relationships.

Students are entitled to a confidential relationship with their counselor when discussing personal problems.

Section 622.10 of the Iowa Code says in part:

"No qualified school guidance counselor, . . . who obtains information by reason of his/her employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him/her by a pupil or their parent or guardian."

Exceptions to maintaining confidentiality exist where the counselor is aware of a serious danger to health or well-being. Parents who desire a more complete discussion should consult a counselor or a school administrator.

B. Use of Building Outside of School Hours

Students may not be in the school building or gymnasium evenings, weekends, or any time other than school time unless at a school sanctioned function with assigned faculty, coaches or advisors in charge. Exceptions to this rule will need principal approval.

C. Computer Usage Guidelines

1. Usage of school-owned computers, whether by students or adults, will be monitored. The district computer servers are equipped with screening software. All adult staff members will monitor students. The principals will designate the person or persons who will monitor adult usage. Any "suspect" activity will be reported to the building principals.

2. Adult staff members, the parent (or guardian) and students new to the Middle School Building -- will be given the opportunity to read District School Board Policy No. 605.6 -- upon initial enrollment, or employment at Clarke Community. This is the Internet/Network/District Web Page board policy. As a part of Policy 605.6 (Internet/Network/District Web Page board policy), the district has authorized the establishment of the Clarke School District Web page located at "www.clarke.k12.ia.us" on the Internet. This page has specific, board-approved "links".

Student expression on the school district web site will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made by students unless the employees or officials have interfered with or altered the content of the student expression.

605.6 E 1 Policy regarding internet access is as follows: Upon enrollment in our school district, your child will be given access to building computer network. This will include a decision on your part about access to the electronic communication network known as the Internet, about your student using email at school, and about publication of data about your student on the district web page. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

If a student has an electronic mail address via the Internet, he/she will be permitted, with restrictions, to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Students using electronic mail should adhere to the following guidelines:
 1. Others may be able to read or access the mail, so private messages should not be sent.
 2. Delete unwanted messages immediately.
 3. Use of objectionable language is prohibited.
 4. Always sign messages.
 5. Always acknowledge receipt of a document or file.
- Students who access Internet services that have a cost involved will be responsible for payment of those costs.

All students will have access to the building network for word processing, career exploration, and other schoolwork. Each student will also be required to report for a "training" class -- before network privileges are granted on the school computers.

1. E-mail

Every student has been issued a school email account. This account is considered the property of Clarke Schools, and may be monitored at any time by teachers or administration. All students are encouraged and expected to use their school email.

Personal email is not to be used during regular school hours.

Any student who uses their e-mail privilege to harass, to incite arguments, or in any other manner that violates Policy 605.6, or is deemed inappropriate by a building principal -- will have their e-mail privileges revoked. A violation notice of 605.6 will be written.

2. Internet

Use of the Internet on district computers is for the primary purpose of doing school work and school assignments. Online survey forms, except to the Channel One web site, may not be filled out. Students are not to fill out forms to receive catalogs, fan mail, or e-mail from web sites. Students will not be allowed to create web pages that are not a school assignment. Students are not permitted to access certain web sites such as, but not limited to: computer games, game stations, cheat codes, jokes, horoscopes, and shopping networks. Some activities are prohibited to minors by law. Students are not allowed to visit chat rooms unless permission has been given by the classroom teacher for a class project.

3. Student Server

A student server data account is established for each student and teacher. The account is to be used **only** to store data for school assignments. Any misuse of this account will be reported to the building principals, and will result in the loss of access. Use of the student server account to store data, and to transmit assignments to a teacher's folder is encouraged. We encourage students and staff to conserve paper.

4. All copyrighted software used on district computers must be licensed to the district. Students and staff members may not bring or download personal software to a district-owned computer. Pirating of district-owned software is forbidden. Violations of licensure will be considered as reason for punishment.

E. School Telephones

Telephones are for school purposes and not for personal calling. The telephone in the middle school office is for student use after the school day. Use this privilege wisely, otherwise it may be discontinued. Permission must be granted to place a long distance call.

F. Posters and Signs

Permission to post notices on the bulletin boards or to place signs on lockers and posters on the walls or lockers should be obtained from the principal's office. Signs should be removed immediately after the function is over. All posters must be approved by the middle school principal. All approved signs shall be stamped for approval. Anything deemed inappropriate will be taken down immediately.

G. Lost and Found

Lost and found areas will be located in the middle school and high school office. Items will be put on display during Parent / Teacher conferences. If not claimed in that time, the items will be discarded.

H. Search and Seizure

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

School premises can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. An inspection may be accomplished by using such methods including, but not limited to, visual search of lockers, desks or other facilities or spaces that the school provided. The inspection may be accomplished by school officials or the use by school officials or others retained at their discretion, of a drug-sniffing animal. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections are conducted periodically throughout the school year. Students will be issued a lock and assessed a minimal fee. Students should not leave valuable items or money in their lockers. Student's valuables may be secured in the office. If the locker is in need of repair, or if something is stolen from it, the students

should report the occurrence to the office immediately. The school is not responsible for reimbursement of stolen items.

I. Dances

Dances - Normal school policies and regulations will be followed regarding alcohol, tobacco, vandalism, and drugs.

Students may leave the dance at any time. However, when they leave the building, they must leave the school grounds at once and will not be allowed to return to the dance.

Dances must be scheduled with the building principal three (3) weeks in advance. The group or organization sponsoring the dance will inform the students about recommended attire.

J. Student Assignment Notebook

Middle School students will be required to carry and use an assignment notebook **at all times**. Organization is a key ingredient for the success of any student. The use of the assignment notebook is a valuable tool in helping the student develop the necessary organizational skills. Each student receives this notebook at the beginning of each year. The student is to write in the assignment for each class in the space provided. Assignment notebooks are used as student passes and may be replaced in the office at a cost of \$4.00.

K. Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least four weeks prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students may not solicit funds from teachers, employees or other students during the school day.

IV. ACADEMIC AFFAIRS

A. Registration/Schedule Changes

Actual registration will take place at a conference between the student and his/her counselor. The school subjects are listed and described on the inside pages of the course selection handbook.

1. Students have 3 days at the beginning of each semester to make necessary changes and adjustments with no penalty; this includes Band / Chorus. Schedule changes after this time period are possible with teacher and administrative approval. A failing grade may result for the class dropped.

2. Pass/Fail subjects are those for which no grades are given. The student either passes or fails unless arrangements are made for a letter grade at the beginning of the course.

B. Retention of Student

If a student fails more than two (2) classes, that student may be retained, at the discretion of the Middle School Principal. Excessive absences and no make-up work completed (incomplete grades) could result in a student being retained. In the event a summer academic program is offered, the student being considered for retention will be expected to attend. Participation in the program may be a factor in any retention decision made by the Middle School Principal.

C. Grading System

Report cards will be passed out to the students or mailed following the end of each nine week grading period. Progress reports will be mailed to parents the fifth week of each quarter if students are not working up to their capabilities or are receiving low marks. All grades received on student report cards will be letter grades. (G.P.A. is computed on a 4 point grading scale.)

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	.67
B	3.0	C-	1.67		

1. Grading Policy

No two teachers use the same methods of evaluating students and determining grades. Teachers use the system of grading that is most meaningful to them. Remember, grades are a means of communicating

information to parents, students, colleges, prospective employers, scholarship committees, etc. They should indicate the comparative proficiency of students.

2. Progress Reports

Student reports may be sent anytime between marking periods to parents of students who need some type of special attention. Parental acknowledgment of this report by a note, phone call or visit to the teacher is recommended and appreciated. It may be recommended that a student attend the after school program to improve academic success.

Online access to your student's grades is available. Call the Middle School Office to set up a password and receive instructions.

3. 21st Century Learning Skills/Component in Course Grades

Each teacher may have a component of the course grade, which will be called '21st Century Learning Skills.' The percent of the grade for this component, as well as, the way in which the component is scored/graded, is at the discretion of the individual teacher.

D. Incomplete Grades

Failure to complete ALL ASSIGNMENTS even though carrying a high grade could result in a failing grade for the course, since this would constitute non-completion of the course. Incomplete assignments must be completed within the "reasonable time period." This time is defined as two days for the first day out of school and one day for each of the days after the first. Example: Six days absent or six consecutive days out would give the students seven days to complete the task.

Incomplete grades MUST be completed within 2 weeks after the quarter has ended or the grade for the course will be recorded as a failing grade.

E. Academic Honors and Awards

1. Honor Roll--

"A" Honor Roll - 3.67 - 4.00 GPA

"B" Honor Roll - 2.67 - 3.66 GPA

2. Academic Awards – Annually the students who have a 3.25 – 4.00 are recognized.

F. Standardized Tests

Students (grades 7-8) are given Iowa assessments on a yearly basis. The scores from these assessments are used for the following purposes:

- 1) Look at individual student achievement and growth
- 2) Look at group achievement and growth
- 3) Comparison of Clarke scores with those at the state and national level
- 4) Evaluate Clarke district's curriculum and allow for adjustments to better meet the needs of Clarke students
- 5) Report achievement in the Annual Progress Report
- 6) Make long and short-term academic goals for the Clarke school district
- 7) Class placement

All Middle School students may be assessed up to three (3) times per year using the MAP assessment. These assessments are considered a multiple measure and are used for reporting in the annual progress report and viewing group achievement levels.

Students are required to take these assessments, with accommodations made for students with special needs.

G. Math I Criteria

Clarke Middle School students have the opportunity to take high school -level math classes. The intent to take these high school math courses as a middle schooler is for the student to be able to extend and enrich their mathematics learning. For example, the student may be able to take upper level math courses prior to graduation. The high school courses will count towards a full-year high school elective credit, not math credit. Upon successful completion of the course, the student will be required to take at least three more years of high school / college math courses to fulfill the graduation requirements as laid out in the high school handbook.

To be able to take these high school math courses in middle school, the students will need to meet the following criteria:

- Achieving at the 95th percentile, or above, on the total math scores of the Iowa Assessments
- MAP 240 or above
- Algebra Aptitude Test 150 standard score or above
- Math grade for previous year of –A or better
- Teacher recommendation
- Parent consent

In order for a student to advance to Math 1 the following also has to be considered: child's maturity level, ability to work with older students, homework/assignment completion, attendance, and student attitude in regards to more challenging work.

A student taking Algebra 1 prior to High School will earn High School credit. However, the credit will not count towards their High School graduation math requirements. All students will still be required to take 6 credits (3 years) of High School math once they enter High School to graduate. High School math credits earned prior to High School will count towards a student's elective graduation requirements. High School credits earned prior to High School are also included in a student's overall High School GPA. Therefore, for students taking Algebra 1 before they are in High School, the grade they receive in Algebra 1 will be their starting grade point for High School.

V. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All students must take at least a minimum class load during the period of eligibility. It is a privilege and an honor to be able to participate in extracurricular activities and represent this school district. The student and the school are judged by the participant's character and conduct at all times. Middle School students serve as a model to many people and their attitude has an important impact on others. Any student, whose habit and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the school district, shall be declared ineligible.

A. Any student who is observed by a staff member or a law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have:

- * possessed alcoholic beverages with knowledge, intent, and control thereof:
- * consumed alcoholic beverages:
- * possessed controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof:
- * used controlled substances, as they are defined by the Code of Iowa, and without a legal prescription:
- * use or possession of tobacco, in any form:
- * committed theft, vandalism, or other serious offenses, including those that would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his school:
- * been grossly insubordinate and disrespectful to faculty or staff.

B. A student who has been found to violate his/her extracurricular eligibility shall be penalized as follows:
Alcohol, Tobacco and Controlled Substances, Vandalism, Cheating, Etc.

First violation:

1. 20% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction or
2. the period of ineligibility will be reduced to 10% and one event if the student self-reports.
3. self-reports are defined as one working day to the coach or athletic director.

Second violation:

1. an additional 50% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction or the period of ineligibility will be reduced to 30% if the student self-reports.
2. 25% of the scheduled events of the season plus a drug use evaluation.

Third violation:

1. An additional 12 months of ineligibility or
2. The period of ineligibility will be reduced to 9 months if the student self-reports.

The period of ineligibility shall be served immediately if the student is participating in an extracurricular activity at that time, or if not, it shall be carried forward to the next full activity in which the student participates. Students are not allowed to join an activity after practices have begun in order to serve a period of ineligibility. If the time remaining in the activity is insufficient to exhaust the period of ineligibility then any remaining period of ineligibility shall also be carried forward. A student who fails to attend practice during the period of ineligibility or who fails to successfully complete the extracurricular activity season during which the ineligibility occurs shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is completed.

C. If a student does not have another violation within one (1) calendar year after a violation, the student will be treated as a first-time offender for a subsequent violation.

D. A student will be declared ineligible for the next activity/contest if he/she is failing any course, including exploratory classes. This will be monitored and/or reviewed every two (2) weeks. Every Monday morning teachers will be required to have grades updated. Middle School students are strongly encouraged to attend After School Program until all grades are at least at the passing (D- or above) level.

E. Students may be declared ineligible by the administration if the student fails to comply with the rules and regulations concerning behavior and attendance.

F. A student will not be eligible to compete in interscholastic activities if the student:

1. is 20 years of age or older;
2. do not have a physician's certificate of fitness issued during the school year.
3. have attended high school for more than eight (8) semesters. Twenty (20) class days of attendance during any one semester or participation in one interscholastic contest constitutes one semester;
4. were not enrolled in school during the last semester;
5. entered school during the current semester later than the second week of school;
6. has ever accepted an award for participation in high school athletics from a non-school group, other than an inexpensive, unframed, unmounted paper certificate of recognition;
7. has ever accepted any money for expenses or otherwise, for participating in an athletic contest;
8. has competed on a non-school team as a team member, or as an individual, while participating in the same sport and during that sport season on a school team as a team member, or as an individual without the previous written consent of the superintendent or his designee;
9. has ever trained with a college team or participated in a college sport event;

G. The student and parents of the student shall be notified in writing by the athletic director of any loss of eligibility and the reasons therefore and shall, upon request, be given a hearing before the athletic director. The decision of the athletic director may be appealed to the principal. A decision of the principal may be appealed to the superintendent. A decision of the superintendent may be appealed to the Board of Education.

H. This policy shall apply to students whether or not the violation occurs during the school year and whether or not the student has participated in extracurricular activities prior to violating this policy.

NOTE: The above listed extracurricular activity eligibility rules apply to eligibility regarding conduct and academic standing. Each coach/moderator may have his/her own rules and regulations regarding practices, attendance, curfews, training rules, etc.

I. Furthermore, to participate in extracurricular activities (including practices), a student shall be in attendance at school the entire day of the contest. At the discretion of the principal, in unusual or emergency circumstances (not including illness), a student may be granted special permission to participate in the activity or practice.

Also, each student athlete may be required to submit proof of sufficient insurance with a family accident policy before participating in an activity or practice.

J. Voluntarily Seeking Assistance

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcohol and/or controlled substances before being found to be using or possessing such substances by school or law enforcement officials, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use, possess, or distribute controlled substances as provided here.

VI. STUDENT BEHAVIOR AND DISCIPLINE

A. Philosophy

This school board policy applies district wide. At the same time, the Board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

Pupils will be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All employees of the district share the responsibilities for seeing that behavior of students meet the standards of conduct conducive to a learning situation. Emphasis will be placed upon the growth of the ability for the student to discipline oneself.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

B. Student Rights and Due Process

Each student is guaranteed the preservation of his or her private rights in any disciplinary matter. This includes the administration insuring that the student will be informed of the charges and will have the opportunity to question the evidence and witnesses. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. When a student is being approached by a teacher concerning a discipline issue, the following procedure will be followed:

1. The student must be informed very clearly as to what he/she has done.
2. The student may ask for and expect a conference, to be set by the teacher, at the earliest possible time. This will enable the student to present his/her argument and let his/her feelings be known.
3. The teacher will inform the student of what action will be taken, if any, at the time of the offense, or a conference with teacher and student will be set.
4. The teacher is not permitted to discuss or argue the problem in the presence of a group. It is very difficult for a principal to change the decision of a teacher in a situation where the principal was not present. However, through the above procedures, the principal is responsible to see that the student has the right to be heard.

C. Appeal Process

The enforcement of the Board Policy will be the responsibility of the principal. The student, parents, or the guardian may appeal the principal's decision to the superintendent in writing within five (5) days of the decision. The superintendent will return within five (5) days his decision in writing to the person who submitted the appeal. The superintendent's decision may be appealed within five (5) days to the Board of Education by delivering a written appeal notice to the superintendent. The superintendent will schedule the appeal for a regular or special meeting of the Board of Education, which will be held within ten (10) days after receipt of the appeal notice.

D. Student Suspension

Administration Action

A. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but which do not warrant the necessity of removal from school.

2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and opportunity to respond. In-school suspension will not be

imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the students' parents.

3. At the discretion of the Administration, specifically the Middle School Principal, an alternative option will be attending school on Saturday, 8AM to 12PM.

B. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended out of school for up to six days by a principal, and up to ten with permission from the superintendent, for commission of gross repeated infractions of school rules, regulations, policy of the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances, which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

4. If any student receives an out of school suspension, the following will govern their class work:

Work that the student will miss during the suspension will be available in the Middle School Office by 8:15 am on the next school day after the day the student has been suspended. It will have to be picked up and then completed by the time the student returns to that particular class. Work not completed upon the student's return to class will have the grade lowered in accordance with our middle school late work policy.

C. Reverse Suspensions

1. At the discretion of the Administration, specifically the Middle School Principal, an alternative to traditional Out-of-School Suspension (OSS) that we believe could be more effective in reforming troubled students: who's non-violent, non-verbally abusive behavior is handled by offering parents the option of a "reverse suspension."

In a reverse suspension, instead of sending a child home, the student's parent is invited to come to school and spend the entire day by the student side. Who as a parent wants to sit in class? It's embarrassing. It's a good motivator to not have your parents come and sit with them. The school decides how to address each behavior incident on a case by case basis.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of the intervention strategies and programming to change the behavior.

2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

E. Student Expulsion

The Board may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are: (1) violations of rules and regulations set or approved by the Board: (2) evidence that the presence of the student is detrimental to the best interests of the school.

The expulsion of a student will be considered only after a thorough investigation of the facts, with procedural due process observed.

Disciplinary hearings will be scheduled by the superintendent when, in the superintendent's opinion, expulsion of the student is one of the alternatives in dealing with the case under consideration.

Students expelled from school shall be considered for readmission only by the Board of Education. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

F. Detention

1. Detention will be served before school, 7:30 – 8:00 a.m., at lunch, or after school, 3:30 to 4:00 p.m., within 48 hours of the assignment. This being left up to the discretion of the teacher as to when and where it will be served.
2. If the student doesn't report for detention, the detention doubles. Arrangements must be made to serve within 48 hours.
3. If the student doesn't report for doubled detention the matter goes to an administrator for further disciplinary action. Failure to make up assigned detention will result in suspension and assigned double detention must still be served.

G. Smoking, Drugs, and Alcohol

Smoking, chewing tobacco and/or the possession or use of alcohol and/or drugs or look-alike drugs is not permitted on school premises, not at school-sponsored activities, either at home or away. Cigarettes, matches, lighters and other smoking paraphernalia should not be carried to school. Violation of this regulation will subject the student to disciplinary action, at the discretion of the Administration or Board of Education, including, but not limited to suspension or expulsion from school. Any violation involving the possession or use of alcohol or drugs will be reported to the law enforcement authorities.

The penalty for smoking and/or chewing tobacco on school premises is as follows:

1st violation--three (3) days out of school suspension

2nd & succeeding violations--suspension will be progressive

The penalty for possession of tobacco is as follows:

1st violation--one (1) day in school suspension

The penalty for possession and/or use of alcohol and/or drugs is as follows:

1st violation--immediate out of school suspension for three (3) days and referral to juvenile court liaison officer.

2nd & succeeding violations--suspension will be progressive

Extenuating circumstances, i.e. when more than one school rule violation is involved, may alter the punishment. Students who sell or distribute alcohol, illegal drugs, mood altering drugs or drug paraphernalia on school property, on school transportation vehicles or at any school activity, home or away, will be subject to action as follows:

1st. Offense and All Subsequent Offenses--Student will be suspended from school at the discretion of the principal. Student will be reported to the local authorities.

Voluntarily Seeking Assistance

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcohol and/or controlled substances before being found to be using or possessing such substances by school or law enforcement officials, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use, possess, or distribute controlled substances as provided here.

H. Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drug or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

I. Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, allowing others to copy your work, copying from other sources or similar cheating is not tolerated.

In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

J. Fighting *(or any other type of physical aggression deemed inappropriate)

Our belief is that all students are in school to learn and deserve the opportunity to have an environment free from disruption of the learning process. In accordance with this philosophy disciplinary steps will be:

1. immediate isolation and investigation
2. contact parents/guardian
3. three (3) days of suspension and parent conference

Depending upon the severity of the incident, and if there are any personal injuries incurred, students may be referred to the court liaison and police may be called.

*** Administrative Discretion**

K. Stealing

Students who steal on school property or at any school activity, home or away, will be subject to the following action:

1st and all subsequent offenses--The student may be suspended from 1-3 days, parents and the Board will be notified, and the local authorities notified if necessary.

L. Insubordination

Insubordination is defined as refusal to obey a school rule, regulation, or failure to respond to the reasonable request of a teacher or school employee. When a student is found to be insubordinate the teacher/employee will make every attempt to resolve the issue with the student. If a reasonable resolution cannot be reached, the student will be referred to the office for further discipline. Students may be suspended for up to three (3) days.

M. Gang Activity

Clarke Middle School has a zero tolerance for gang activity. Any student who engages in the organization, participation or promotion of gang-type activities will face disciplinary action, which may include suspension and possible expulsion.

N. Vandalism

Students who vandalize school property including school buildings, school grounds, or school transportation vehicles will be subject to the following action:

1st and all subsequent offenses--The parents will be contacted and the student will be requested to pay for damages, and the student may be suspended for up to three (3) days.

O. Extortion

Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any student who commits an act of extortion will be subject to the following action:

1st and all subsequent offenses--The student may be suspended for up to three (3) days, parents and the Board will be notified, and the local authorities will be notified if necessary.

P. Abusive Language

Abusive language and/or profanity will not be tolerated and will be approached as outlined in the insubordination clause. Abusive language toward an adult may result in a home suspension.

Q. Disruption of School

A student who causes the substantial and material disruption or obstruction of any lawful mission, process, or function of the school is subject to disciplinary action at the discretion of the principal and teacher. A conference with parent will be held.

R. Weapons Policy

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. 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.

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 may be reported to the law enforcement officials, and the student will be subject to disciplinary action, including suspension or expulsion.

Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those being used for educational purpose and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students will be reported to law enforcement officials.

Students bringing a firearm to school will be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent will 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.

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

S. Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks might be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are inside.

T. Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Students will receive a padlock to use during the year; if the lock is lost or broken, the replacement cost is \$4.00.

Although student lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers; desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks or other spaces. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

U. Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

V. Initiation/Hazing

Under no circumstances will any individual or organization authorize/promote initiation and/or hazing of any person or persons in connection with Clarke Community Schools.

W. Displays of Affection

Excessive displays of affection at school are unnecessary. Any display beyond holding hands will be considered excessive. Consequences to be determined by Principal.

X. Building Passes

Every student will be required to have a pass whenever it becomes necessary to leave assigned rooms during class time.

Y. Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause 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 adhere to reasonable levels of cleanliness and modesty. 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 prohibited from wearing clothing advertising (including logos) or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. The following list is only an example but not limited to:

1. Tank tops are allowed as long as undergarments are not visible and have a minimum of one-inch straps.
2. No spaghetti strap tank tops shall be allowed without a cover up.
3. Shoulders are allowed to show as long as the lower back is covered and proper undergarments are worn and not visible.
4. Short and skirt length will be of appropriate length. Student's shorts or skirts that are too short will be required to change their clothing or leave the school.
5. No cleavage shall be allowed to show.
6. Sleeveless shirts must have straps on both shoulders.
7. No hats, caps, bandanas or scarves (used as head wear) will be worn during the school day.
8. The student's shirt must touch the top of the pants when standing up straight.
9. No strapped undershirt can be worn as an outside shirt.
10. No see through shirts (i.e., netted).
11. Pants, shorts, or jeans shall cover all undergarments. Both boys and girls need to cover appropriate areas, especially from the back when sitting.

No hats are allowed in the building from 7:00 a.m. - after school. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Again, students inappropriately dressed are required to change their clothing or leave the school.

Z. Electronic Devices

All electronic devices must be turned off and locked in lockers during regular school hours (8am – 3:25 pm). If staff sees or hears such devices it will be confiscated and taken to the Middle School office for parent pick up. It is the teacher's responsibility to enforce this rule within individual classrooms.

Students will be allowed to use electronic devices to read books (or some magazines) with teacher permission. Other use of the electronic device is not allowed without teacher permission. Students violating this policy will have the electronic device confiscated and parents will be required to pick it up from the office. Before a student will be allowed to use an electronic device for this purpose again, he/she will have to have a meeting with the teacher and/or principal and parents present to discuss the situation. Repeated violation of the policy will result in the student losing the privilege of using these types of devices.

The administration reserves the right to discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of a student.

Aa. Anti-Bullying/Harassment Policy – (Code No.104)

ANTI-BULLYING/HARASSMENT POLICY

The Clarke Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to

communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Coordinator (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

ANTI-BULLYING/HARASSMENT POLICY

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including,

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

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other)_____

Approved June 25, 2007

Reviewed 10/27/08

Revised 8/20/07; 10/22/07; 10/13/08;
4/22/13, 3/24/14; 3/14/16

Legal References: 20 U.S.C. §§ 1221-1234i
29 U.S.C. § 794
42 U.S.C. §§ 2000d-2000d
42 U.S.C. §§ 12101 *2et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Cc. Food and Drink

Food and drink can only be consumed in the cafeteria. No food, water or propel bought in the cafeteria can be brought to the rooms. The principal may make exceptions with prior approval, for example, food from vending machine. Students who bring snacks must leave them unopened in the lockers.

Dd. Students bags (backpacks)

Bags are not permitted in the classrooms without specific teacher approval.

VII. GUIDELINES FOR SCHOOL EMERGENCIES

A. Severe Weather/Fire Alarms

In case of severe weather, students will be alerted from the office by alarm and voice instruction over the P.A. system. Teachers will direct students to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. **Students should not go outside the building.** A series of drills will be held throughout the year to acquaint students with "safe areas."

In case of a fire alarm, students are to evacuate the building completely, along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building until the signal is given to return (minimum of 50 feet).

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

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

Law requires fire and tornado drills.

B. Severe Weather Emergency

In the event of a severe weather warning, the following procedures will be observed.

The "warning" will be interrupted ringing of the class bells, by voice on the intercom, or by a runner. When the warning is sounded, students should proceed to the designated areas in the building that are posted in each classroom.

VIII. ATTENDANCE PROCEDURES

A. Student Attendance

Policy Statement

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only hinders their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

A reasonable time to make up an incomplete assignment is two days for the first day absent and one day for each day after the first. Example: Six days absent or six consecutive days would give the students seven school days to complete the task. All course work is due or a "0" will be given the student for the scores. Late work handed in after the due date will be a "0". Failure to complete all assignments even though carrying a high grade could result in a failing grade for the course since this would constitute non-completion of the course. Incomplete grades MUST be completed by the end of the quarter following the incomplete grade or the grade for the course will be recorded a failing grade.

B. Attendance Notification and Incentive

It is the parent / guardian's responsibility to phone the school prior to 9 am regarding a student's absence on the day of absence. The school will attempt to call parents if a call has not been received in order to verify an absence. All absences must be reported within one day of the absence to be considered excused.

Any student who comes late to school, leaves school during the school day, or leaves school early, for any reason, must sign out and sign in at the office.

A call from a person not authorized to excuse a student is considered fraudulent. Such a call would be considered a disciplinary matter.

C. Excused Absences

* Absences for the following reasons will be considered excused:

Student illness

Death or serious illness in the immediate family or household

An emergency at home / family

The funeral of a relative or close friend

Medical or dental appointments

Court appearances

Vacations (*with prior approval)

Permit/Driving tests

Other absences when permission has been granted in advance by the principal

* Absences that have the prior approval of administration are excused. Prior approval forms will be used. All schoolwork must be made up in advance, or arrangements made to make up work.

D. Unexcused Absences

* Absences for the following reasons will be unexcused:

Non-verified absences

Parties / Celebrations – preparation or participation

Vehicle breakdown / No transportation

Picture, hair, tanning or other appointments

Personal Days

Concerts

Missing a bus

Hunting / Fishing

Oversleeping, by parent or students
Employment
Other absences not on excused list

Shopping
Babysitting

E. Consequences

Students who have unexcused absences are subject to disciplinary action as determined by administration.

1 st unexcused absence:	30-minute detention
2 nd unexcused absence:	60-minute detention
3 rd unexcused absence and each one thereafter:	1 Day ISS

F. Excessive Absenteeism

Excessive absenteeism is any absence beyond 10 days or individual class meetings per semester. In the event of excessive absenteeism, students will be referred to the success coach and/or truancy officer and/or administration, and a parent meeting will be scheduled. Students will also be required to provide evidence or written verification (note from doctor) of each absence following the referral. If documentation is not submitted to the office, the absence will be considered unexcused. Excessive absenteeism may be required to complete summer school.

G. Administrative Discretion

Administration has discretion on all matters of attendance.

H. Tardies

The administration / faculty feel it is very important to be on time and establish a record of being a responsible citizen.

Students who are not in their assigned instructional area, when the bell rings, will be considered tardy unless properly excused by a teacher or the office. Students who are late to 1st period are to report to the office for a pass. Unexcused tardies (for all classes) may carry an automatic penalty of assigned detention. After the third (3rd) unexcused tardy, and each one thereafter, a 30-minute detention time will be assigned. Tardiness to class will be handled by the teachers on an individual basis. After eight tardies, students will be referred to the truancy officer and/or administration.

I. Leaving School During the School Day

After a student reports to school on any given day, then leaves class or school without parental and school personnel approval, the student will be considered unexcused. After receiving the proper permission the student must sign out in the office before leaving school. Students are required to have a parent or designee pick them up from the Middle School office.

J. Noon Hour and Eating in the Building

The noon hour is divided into two (2) lunch periods. During the lunch period students are to remain in the cafeteria area.

Eating in the building is permitted in the cafeteria only. Water is the only beverage that can be in the classroom with the teacher's permission or in a student's locker.

IX. STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. Video cameras may be in operation on the school buses. Drivers will report rule infractions on a Bus Discipline Report form. Each write-up of a student will be reviewed by the Transportation Supervisor and filed with the appropriate building administrator.

Bus Rider Behavior Expectations

1. Riders are expected to follow the discipline of the driver at all times. A rider may be assigned a seat by the driver, may have a change in seat assignment, may be given a verbal reprimand and may be referred for additional discipline.
2. Riders are required by state law to remain seated and face forward at all times.
3. Riders are expected to use appropriate language and voice level at all times.
4. Riders are expected to keep hands, feet and objects to themselves.
5. Riders are expected to treat others with respect.
6. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

BUS RIDER DISCIPLINE

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Transportation of students by the school is a privilege. The students are responsible for their behavior on the bus. Their behavior affects the safe operation of the bus.

Parents/guardians are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The bus driver will complete a Bus Discipline Report form on all students who exhibit misconduct on the bus and file it with the Transportation Supervisor. The Transportation Supervisor will then file the Bus Discipline Report with the appropriate building administrator. The building administrator may assign a variety of disciplinary action up to and including suspension of bus privileges.

In the event that a student's conduct is so disruptive that they must be removed from the bus during a scheduled trip, the Transportation Supervisor shall have the authority to suspend the rider for the remainder of that school day. A conference must be held with the parent, Transportation Supervisor and a school administrator in order to reinstate bus privileges.

Approved 7/29/1996 Reviewed 7/13/1998; 12/14/15 Revised 3/14/2005; 5/10/10

STUDENT CONDUCT ON SCHOOL TRANSPORTATION CODE NO. 711.2

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the transportation supervisor.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras may be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

The building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

NOTE: This policy reflects the practice of video camera use on school buses. If a school district does not use video cameras, the third paragraph should be eliminated.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2007).

Cross Reference: 503 Student Discipline

506 Student Records

Approved 7/29/1996 Reviewed 12/14/15 Revised 3/22/2004; 3/14/2005; 5/10/10

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

Code No. 711.2R2

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video without consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by parents.

A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Clarke Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses 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.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

Review of Videotapes

The school district will review videotapes:

randomly. The videotapes may be re-circulated for erasure after 2 days.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

Video Monitoring System

Video cameras will be:

rotated randomly on school district buses.

Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Approved 7/15/1996

Reviewed 5/10/10; 12/14/15

Revised 3/14/2005; 9/26/11

X. Board Policies

NONDISCRIMINATION COMPLIANCE POLICY

It is the policy of the Clarke Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (from programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jean Bahls, Equity Coordinator, 802 N Jackson, Osceola, IA 50213, (641) 342-4969 ext. 7 or jbahls@clarke.k12.ia.us

II. Definitions

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3. such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.

4. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
 - verbal or written harassment or abuse
 - pressure for sexual activity
 - repeated remarks to a person with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

B. Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, or disturb, or trouble persons when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities:
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student:
3. such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.
4. Harassment, as set forth in Section II-B, may include, but is not limited to the following:
 - 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, activities directed at a student or employee.

III. Procedure

A. Any employee, other personnel, or student who feels they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the Harassment Grievance Officer or any other staff member.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Board Policy #402.3

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

NOTE: This policy and its accompanying regulation and exhibits are a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual

for supporting materials and forms. <http://www.iowa.gov/educate/content/view/860/1501/>. The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2007).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.

1980 Op. Att'y Gen. 275.

Cross Reference: 104 Bullying/Harassment
402.2 Child Abuse Reporting
503.5 Corporal Punishment

Approved 11/12/90 Reviewed 1/12/04; 2/11/13 Revised 1/26/98; 6/8/09

TO REPORT ABUSE CONTACT:

Jeff Sogard

Designated Level-One Investigator

Middle School: 342-4221 (Ext. 504)

Home: 515-989-9043

Telephone Numbers

Jill Kiger

Alternate Level-One Investigator

Elementary School: 342-6320

Telephone Numbers

Clarke County Sheriff's Office

Designated Level-Two Investigator

Definitions

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

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, others employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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 education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the fact and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students and parents are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact Jeff Sogard, 342-4221, for information about the current enforcement of the policies, rules or regulations of the school district.

Equal Education Opportunity

It is the policy of the Clarke Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Jean Bahls, Curriculum Director/Equity Coordinator, 800 N. Jackson St., Osceola, IA 50213. Phone: 641-342-4221, ext. 549. Email: jbahls@clarke.k12.ia.us

Parent/Student Complaint Procedure:

One of the goals of the high school staff is to provide honest responses about your student's successes and failures in the classroom and school building. Also, we wish to have open dialogue with you about concerns you may have heard or seen relating to classroom programs, or other topics.

If you have a complaint, please go directly to that individual and express your concerns. If the problem /concern is not resolved, the chain of command is as follows:

1. Teacher
2. Principal
3. Superintendent of Schools
4. Board of Education

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response to the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint.

Educational Equity Policy Statement:

It is the policy of the Clarke Community Schools to afford equal opportunity and not discriminate on the basis of sex, race, national origin, creed, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and section 504 of the Federal Rehabilitation Act 1973.

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities, and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and this community. The objectives of a multicultural, nonsexist curriculum and teaching strategy is to reduce stereotyping and eliminate bias on race, color, creed, religion, sex, ethnic background and disabled.

Any student, parent of a student, or employee of the Clarke Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI, Title IX, or section 504. Inquiries or concerns regarding the grievance procedure may be directed to the Superintendent of Schools, 802 N Jackson, Osceola, Iowa 50213, to the director of Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Child Abuse Reporting:

The Board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal and/or superintendent shall be the designated investigator(s) for child abuse complaints by school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints.

The designated investigator determines the complaint is founded; the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

Multicultural, Nonsexist Policy

It is the policy of the Clarke Community School District not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, marital status or physical/mental disability in its educational program, activities, or employment policies as required by Title VI or VII of the Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973.

Equal Employment Opportunity (401.1)

The Clarke Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status or actual or potential parental, family or marital status. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment of any position, the school district will perform **the** background checks **required by law**. Based upon the results of the background checks, the school district will determine whether an offer will be extended.

Advertisements and notices for vacancies within the district will contain the following statement: "The Clarke Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Clarke Community School District, 800 N Jackson,

Osceola, Iowa 50213; or by telephoning 641 342-6505 ext.549.

Approved 11/20/90

Reviewed 7/12/99

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