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### **Equal Opportunity at Cherokee Community Schools**

The Cherokee Community School District offers career and technical programs in the following service areas: Business Education, Health Occupations Education, Family and Consumer Sciences Education, and Industrial Education. It is the policy of Cherokee Community School District not to discriminate on the basis of race, color, national origin, creed, socioeconomic status, religion, sex, marital status, age, sexual orientation, gender identity, or disability in educational programs or employment. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Kimberly Lingenfelter, Equity Coordinator

600 W. Bluff Street, Cherokee, IA 51012

(712) 225-6767 or [klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us)



## ACTIVITY TICKETS

Activity tickets will be available for purchase by all middle school students and families. The activity ticket is admission to all athletic contests, music programs and other high school activities. Activity tickets can be purchased at registration or through the office. The ticket **MUST** be presented for admission to each activity. A replacement fee of \$10 will be charged for lost tickets.

## AREA EDUCATION AGENCY SERVICES

The services of psychologist, social worker, special education consultant, speech clinician, and hearing clinician are available through the Northwest Area Education Agency (AEA). These services are available on a referral basis only. You may be asked by school officials for permission to test your child for diagnostic purpose or, you may request that your child be tested so that they may receive these services. 5<sup>th</sup> graders are given hearing tests through the AEA.

## ATTENDANCE

Regular and punctual attendance is essential for the optimum growth and development of students. If a student is going to be absent, the school expects communication from the parents by **8:10 a.m.** on the morning of the absence. That communication may be in the form of the following:

- a. Telephone call – The office telephone number is 225-6750. If no one answers leave a message on the machine.
- b. Email – sent to Middle School Office

If we do not receive communication from you, an official of the school will call the parent/guardian.

A student who arrives to the classroom after 8:10 a.m. is considered tardy.

In the event a student cannot make school, the absence would fall under one of the following categories.

- a. **Excused absences** occur due to an event the student has little or no control over. Examples could include illness, death in the family, and doctor appointments that cannot be scheduled outside the school day. There are some absences that, though excused, are not approved by the school, due to the disruption of the educational process. These categories would include working at home and family vacations. Any absence over 3 consecutive school days or the 5<sup>th</sup> excused absence in a quarter will need to be verified through a doctor's note or the school nurse to be excused. Without such verification, the absence will be deemed as unexcused absence.
- b. **Unexcused absences** are situations when a student chooses to do something that falls within the school day that could be scheduled at another time. Examples include haircuts, shopping, working outside the family, and oversleeping.

The Iowa Compulsory Attendance law requires student attendance at school. The following steps will be taken for unexcused absences.

### Level I

When a student has 3 unexcused absences in a semester, the student will be referred to the Principal and Youth Based Service Worker and the Parents / Guardian will be notified.

### Level 2

When a student has 4 unexcused absences in a semester, a meeting will be scheduled with the Student, Parent / Guardian, Youth Based Service Worker, AEA (if appropriate) and School Officials. Expectations will be defined and outlined for the Student, Parents / Guardian and school officials to assist the student with attendance and academic goals. If expectations have not been met, it will proceed to Level 3.

### Level 3

When the student has 5 unexcused absences, the Student, Parent / Guardian, Youth Based Service Worker, AEA (if appropriate) and School Officials will meet with the County Attorney for mediation.

## **BELL SCHEDULES**

School starts at 8:10 a.m. School dismissal is at 3:20 p.m. On early dismissal days, school will dismiss at 2:00 p.m. Students should not arrive at school before 7:30 a.m. unless they are involved in an early morning activity. Children arriving before 7:45 am must wait in the commons. Doors will open at 7:30 am.

## **BICYCLES/MOPEDS**

- Each child will be required to park their bike in the racks provided as soon as the child arrives at school. They will not be allowed to ride the bike on school property during school hours.
- The school will not be responsible for damages to bicycles/mopeds while they are at the school. Bike locks are recommended.
- Moped parking-southwest corner of the south parking lot, school permit drivers parking – south parking lot.
- No school permits will be issued while attending CMS.

## **BOOK FINES**

The textbooks the students use are an important part of the educational process. To replace a textbook is very expensive. If a student loses or damages a book from school, they will be assessed the replacement cost and/or fine to cover the damage.

## **BREAKFAST/LUNCH PROGRAM**

Lunch money can be added to your students food service account through JMC. This is the option recommended by the school. Students can bring breakfast/lunch money to the middle school office for deposit into their food service account. Checks and cash need to be for the amount as the school does not keep change. Students will be assigned a student ID number at registration and will enter that number into the food service keypad after picking up their tray. A half-pint of milk is provided with the purchased breakfast/lunch meal. Extra milk may be purchased. Students may bring a cold lunch to school. They may purchase a milk to go with their cold lunch. Students may not have large food items for groups, such as pizzas, brought in for lunch. Breakfast is served each morning before school from 7:45-8:10 a.m. There will be four lunch shifts during the day. The schools Negative lunch policy is found under 710.4. Any student who's lunch account falls below a -\$20.00, will be offered a soybutter sandwich, apple, and milk. Emails for low lunch accounts are sent twice a week, with a follow up call if the account is nearing the -\$20.00.

## CANCELLATIONS/CLOSINGS

Weather or building related school cancellations can be heard over KCHE radio and the different Sioux City television stations. Parents will be notified of these cancellations through the JMC email system. Contact a building office to get on the email system.

## CELL PHONES

Cell phones are not to be used during the school day (8:10 a.m. 3:20 p.m.). Cell phone ringers should be turned off upon entering the building. It is a violation if staff members see, hear, or have knowledge of cell phone use. Students found in violation of this policy will have their phone confiscated for the remainder of the day. Refusal by the student to give their phone to the teacher or office will face a suspension for insubordination. Parents will be notified about the inappropriate cell/device use.

First Offense – Student's cell/device will be confiscated and may be picked up from the CMS office at the end of the school day.

Second Offense – Student's cell/device will be confiscated and may be picked up from the CMS office at the end of the following school day, or picked up by a parent that same day. A 30 minute detention will be assigned.

Third Offense - Student's cell/device will be confiscated and may be picked up at the end of the school day, after two days, from the CMS office, or picked up by a parent that same day. (Example: the cell is taken on a Monday; it may be picked up Wednesday after school.) A 60 minute detention will be assigned.

Fourth Offense – The student may receive a suspension for insubordination.

**Parents who need to contact their child during school hours should call the office and the message will be forwarded to the student.**

Due to the advancement in technology and the ability of many types of cell phones to be used for educationally based purposes, (planner, calculator, Internet access, etc), cell phones could be a resource used within the classroom to facilitate learning. The classroom teacher will have the option of allowing such use within the classroom to facilitate learning.

## CHRISTMAS GIFT EXCHANGE POLICY

We do not have a student Christmas gift exchange in our school system. If you desire to give your child's teacher a Christmas gift, please understand that the gift may be opened after school hours.

## CONFERENCES

Parent-Teacher conferences are held twice a year. We believe that those conferences are vitally important for the student, parent, and the teacher. This allows the real chance for the parent and teacher to share information concerning how the student is progressing and problem solve issues. Conferences at the middle school are not scheduled, but allow parents to select the teachers they choose to visit. We invite both parents and students to attend. Parents may also request a conference with a teacher anytime during the year.

## DETENTION

- a. Any student who is tardy or has discipline issues may be assigned a detention. Detention time may be used for a student to complete work not finished. Students are given 3 days to serve a detention. Students shall inform their parents of their detention. Detentions must be served in order to participate in extracurricular activities. Detentions will be served in the office or in a teacher's classroom.
- b. Students who cause behavioral problems will be required to eat in the office/private dining.
- c. If a student does not serve their detention, they will be issued an in-school suspension.

## DRESS CODE

Students are expected to dress appropriately, professionally and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable. These apply at school, extra curricular activities, and away events where you are representing Cherokee.

- Shoes are to be worn at all times. Shoes or boots that leave black rubber marks on floor or walls are prohibited.
- Any article of clothing that is obscene or which contains profane or sexually suggestive language/graphics/pictures is unsuitable attire.
- Any article of clothing which promotes drugs or alcohol is considered improper.
- Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
- Hats, caps, hoods, do-rags and bandanas are not to be worn in school. Scarves are not to be worn on the head unless worn for religious purposes etc.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing which is excessively revealing or disruptive is considered improper. Spaghetti straps, midriff tops, muscle shirts, short shorts, and tops that reveal excessive cleavage are not permitted. Overalls worn without a shirt are not permitted. Undergarments should not be visible.
- Coats will not be worn in the classrooms. Blankets will not be allowed during the school day.
- Sunglasses will not be permitted during the school day.

- Pajamas and bedroom slippers will not be permitted.

If clothing is deemed inappropriate for school, the student will be asked to change his/her clothes and will be given a warning not to wear inappropriate clothing again. If a second violation occurs, consequences may occur and parents may be notified. If he/she chooses to continue to wear inappropriate clothing, there may be additional consequences.

## FIELD TRIPS

Students will be taken on various field trips during the school year. These trips are an extension of the school curriculum and are very worthwhile. Parents will be notified of the field trip a student will be taking that involves leaving the school district. Students will be supervised during a field trip and will be expected to follow the guidelines set down before the trip commences.

## GENERAL EDUCATION INTERVENTIONS

Many children experience problems at one time or another during a school year. Some of these problems require greater attention than general education teachers alone can give; the guidance program, remedial education and special education are examples of the way in which Cherokee Community Schools provide additional assistance to the students.

Cherokee Community School will attempt to resolve problems in the general education classroom whenever possible. General education interventions may include consultation by the classroom teacher with other school district staff and staff from Northwest AEA. Interventions may also include direct assistance to a child from someone other than the general education staff. As a parent, you will always be informed about any problems your child may have and you will be involved in effort to help resolve these problems. When there is a serious concern about a student, teachers will meet with the parents to work to resolve the problem. A Child Study Team meeting may be held to discuss learning strategies for the student. Parents should contact the principal if they feel that their child needs the assistance of a general education intervention.

## HEALTH PROGRAM

The school nurse provides the following services to students: emergency first aid, medication dispersing, and health education/counseling.

- Each student must have an Iowa Certificate of Immunization card on file in the school nurse's office. If a student does not have a signed complete, provisional, or exemption card, he/she will not be allowed to attend school.
- Prescription and non-prescription medication may be given at school only if it is sent in **the original container**.
- A written note including name of medication, amount to be given, time medication is to be given, and parent signature must accompany ALL medication if it is to be given at school. If a child becomes ill at school, the parents or a responsible adult will be notified. Parents may not be informed of all minor injuries. However, any injury or accident that may require further treatment will be brought to a parent's attention immediately.



- Students should not come to school when they have a temp of 100 degrees or above or vomits. He/she should remain at home for 24 hours after the temperature has returned to normal without the use of medication and the vomiting stops.
- Children without temperatures but having a severe cold, sore and infected throats, skin rash or red infected eyes should remain at home. It is recommended that they are evaluated by a doctor.
- Parents should notify the school nurse if their student becomes ill with a communicable disease.
- Youths with a doctor's note excusing them from PE are not allowed to participate in after school sports until cleared by the doctor for both PE and sports.

Students must bring a completed school physical form from their doctor before they are allowed to practice a school sport.

## **HOMEWORK POLICY**

The students at CMS will be assigned homework on a regular basis and should keep an accurate assignment notebook. Parents should check their child's notebook and assignments daily to see if assignments are being completed. Parents should also look on JMC to check whether their child has completed homework and received a grade for it. Students who neglect to finish homework may have detention, no credit, or a combination of the two. It is up to the individual teacher as to how homework is handled. If a student is absent and the parent wants to see what homework they have for makeup work, they may go to the district webpage at <http://www.ccsd.k12.ia.us>, select the schools tab, select Cherokee Middle School, and then select the correct grade level under the homework page section.

## **INSPECTIONS AND SEARCHES**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. Periodic inspections, announced and unannounced, of all or a random selection of lockers may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable suspicion of the presence of illegal/contraband items or evidence of a violation of law or school policy or rules. Such searches will be conducted in the presence of another person or persons. This also applies to bikes/mopeds parked on school property.

## **INVITATIONS**

Please do not send invitations to be handed out at school. Many children are not included and it makes for hard feelings and disrupts the learning environment. Gum and candy may be allowed for parties or treats at the discretion of the teacher. Otherwise, it is not allowed.

## **LANGUAGE**

When students are on school grounds for a school-related reason, they shall use language and gestures that are reasonable and appropriate for a school setting. The language used should show respect towards adults and peers. Student will be held accountable, which could be anything from a reprimand to removal from school grounds. School grounds are defined by school property, including buses, and anywhere off school property a school activity takes place.

## LIBRARY

The library is a place to read, research, and study. The library is available for all students to use from 8:00 a.m. to 3:40 p.m. each school day. The following rules apply:

- No more than two books may be checked out for two weeks. They may be renewed.
- A daily fine per day is charged for overdue books. Only school days will be counted against the student.
- A student may use reference books and magazines during the day, but they cannot be checked out.
- All books must be checked out and checked back in.
- The library is not a place for visiting with others.

## LOCKERS

Students will be assigned a hallway and physical education locker. A lock will be issued to each student (grades 6-8) at no charge, provided it is returned at the end of the year. **It is highly recommended that ALL students lock up their possessions in both their hallway and gym lockers for their own protection.** All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person. Lockers are not to be decorated with sticky decals, signs, posters, slogans or other items difficult to remove. **Do not bring valuable items and large sums of money to school. Do not bring anything to school that you do not want to lose or cannot afford to lose.**

## PHYSICAL EDUCATION

Each student meets with the physical education instructor twice every 6 days. They receive instruction in various aspects of physical fitness, individual and group skills, and group games. Physical education is a required course in Iowa schools. A change of clothes including shorts, T-shirt, and shoes are required to protect the gym floor. If you feel that your child must be excused from physical education, you must provide the school with an excuse signed by your physician. If you don't have a note, you will be expected to participate in class.

## REPORT CARDS

We report student progress to the parent by the use of the JMC student management system, progress reports, report cards and by parent conferences. Progress Reports are at the midterm of each quarter and report cards are emailed at the end of each quarter. If you prefer a paper copy, you may stop in the school office and pick one up. Semester grades are indicated on the second and fourth quarter report cards. Semester grades are used to calculate a student's cumulative grade point average.

JMC - Parents have access to their child's grades at all times through the use of the JMC student management system. To log on to this system, go to [www.ccsd.k12.ia.us](http://www.ccsd.k12.ia.us). Scroll over to the tab "Parent/Student Stakeholders" and choose the "JMC" link. Click on "Parents". Choose the current school year. Enter your user name (your last name) and your password and click on the "Login" tab. To get a password, contact the middle school office.

## RETENTION

If you are considering retaining your child, we will hold a conference with you because you as parents will make the final decision.

## SCHOOL INSURANCE

Student accident insurance is offered to all students. The Iowa Athletic Association rules state that all athletes must have insurance to be eligible. A student will be given an insurance waiver in the fall to be returned before participating in practice.

## SCHOOL VISITATION

Parents are always welcome to visit our schools. We do, however, have some rules to help make school visitations more meaningful:

- All classroom visitations need to be pre-approved by the principal's office for your children's safety.
- For the safety and protection of children, we require all visitors and parents to check in at the school office before going to the student's room.
- All students leaving or returning must check in or out at the office.
- Student visitors will not be allowed to visit school unless they have received prior permission by the principal. Students must request permission at least three days in advance of bringing the visitor. Visitors are not allowed during the first or last two weeks of school.

Teachers are not required to accept visitors. Visitors will be held to the same behavior standards as our regular students. If a teacher deems it necessary, the visitor may be referred to the office.

## SCHOOL WELLNESS POLICY

In compliance with the School Wellness Policy, the Cherokee Community School District encourages healthy food items (low in fat, sugar, and salt) to be served for celebrations and/or snacks. We strive to teach students a healthy attitude about treats. Food items could include: string cheese, yogurt products, whole grain granola bars, fresh fruits and vegetables, dried or canned fruits, dried cereal, whole grain crackers, and popcorn. Drinks could include fruit juices and/or water. We do not allow peanut/tree nut products for snacks or treats. The wellness policy can be found under board policies 507.9, and if anyone is interested in joining the wellness committee, parents, staff, stakeholder, or student, please contact any school office, to be added to the list for future emails.

## SOLVING PROBLEMS

If you have a problem concerning your child at school, please contact the immediate school staff member involved. The faculty and administration appreciate you calling the school first about any complaint or other matter about which you want information. This will provide you with facts instead of rumor.

**STARR (Students, Teachers, Accountability, Responsibility, and Respect)**– During the school day students will be provided with academic interventions and enrichment for reading/math.

## TECHNOLOGY: INTERNET POLICY

The Cherokee Community School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. The Internet is a part of this information “Superhighway”. We believe this computer is an educational tool by allowing students and staff to access and use information sources from district computers. The Internet is also a tool for lifelong learning.

### 1. **Proper and Ethical Use**

With this learning tool, students and staff must understand and practice proper and ethical use. All students and staff must attend training regarding procedures, ethics, and security involving using the Internet before receiving access. While at school, the Internet may only be accessed through the building’s Internet connection; mobile data connections are not allowed. Access of the Internet through school devices is subject to this Internet policy at all times even when those devices are not on school property. 5<sup>th</sup>-8<sup>th</sup> grade students may be monitored while using computers, including monitoring by law enforcement. Policies that apply to use of technology in school also apply to the use of school technology outside of school.

### 2. **Conditions and Rules for Use**

#### a. **Acceptable Use**

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the Internet must be in support of and consistent with the educational objectives of the District.

#### b. **Privilege**

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this privilege.

### 3. **A Responsible User**

A responsible user of the Internet may have access as long as the user is a staff member or student in the Cherokee School District.

A responsible user:

- May use the Internet to research assigned classroom projects.
- May use the Internet only under the supervision of the teacher/staff member.
- MAY NOT use the Internet for any illegal purpose.
- May NOT use impolite or abusive language.
- May NOT violate the rules of common sense etiquette.
- May NOT access or change computer files/accounts that do not belong to the user.
- May NOT receive copyrighted material without permission and/or citing sources.
- May NOT have access to chatting or email accounts.

By signing the Technology Responsible User Agreement, students acknowledge that they:

- Understand the rules and regulations of the Cherokee Middle School Acceptable Use Policy
- Realize that if the rules are violated student privileges will end.
- Understand that permission is needed for use of student name, photos, or work posted on an Internet site.

All Internet access at the school is filtered by a firewall. The filtering software is a commercially produced filter product that attempts to block possibly objectionable sites. No filter is perfect. The filter is updated weekly and the filter company’s cyber committee establishes the filtering criteria. An activity

log of all instances where our filter blocks a website is generated and reviewed by the school's System Administrator.

## **TECHNOLOGY: 1-to-1 CHROMEBOOK PROGRAM**

A Chromebook computer, charger, and bag will be lent to 5<sup>th</sup> - 8<sup>th</sup> grade students in good working order. All students will return their Chromebooks to the computer cart at the end of each school day. 7<sup>th</sup> and 8<sup>th</sup> graders may take computers home upon teacher request. Rules for the Chromebook Program are:

- It is the student's responsibility to care for the equipment and insure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Cherokee Community Schools, and is lent to the student for educational purposes only for the academic school year.
- Students may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing his/her privilege to use this computer.
- The equipment will be returned to the school when requested by the district, or sooner, if the student withdraws from Cherokee Schools prior to the end of the school year.
- The district's property may be used only for noncommercial purposes in accordance with the District's policies and rules, the Cherokee Comm. School's Parent-Student Handbook, and local, state, and federal laws.
- Students may not install or use any software other than software owned or approved by the District and made available to the student.
- One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to which it has been assigned. The student shall make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The student shall not make any attempts to add, delete, access, or modify other user accounts on the laptop or on any school-owned computer.
- The student shall not take any action that would interfere with the efficient, academic use of the Cherokee Community Schools network.
- Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop.
- An email account may be available for each student to use for appropriate communication. The email account is the property of Cherokee Schools.
- Student use of the district's technology is a privilege. It is the responsibility of the student to protect and safeguard that technology and to return it in good condition and repair upon request by Cherokee Community Schools.
- The student is responsible for the cost of the first repair up to \$50, with the cost of second repair up to \$100. The cost of the third and subsequent repairs will be up to the full cost of the device. Intentional damage will be additionally treated as a disciplinary issue.
- All students are required to return the computer at the end of the school year with all accessories issued. If the student loses or damages the computer or any of the accessories during the school year, the student is responsible for the school's cost of replacement.
- Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft.

- All computers that are removed from students will be stored in the Technology office until re-issued.

### Student Responsibilities

The laptop is an important learning tool and is for educational purposes only. In order to take the Chromebook home each day, the student must be willing to follow these rules:

- The student will abide by all local, state, and federal laws when using the laptop at home, at school, and anywhere else they may take it.
- The student will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- The student will not lend the laptop to anyone, not even friends or siblings; it will stay in their possession at all times.
- The student will not load any software on the laptop.
- The student will not remove programs or files from the laptop.
- The student will honor their family's values when using the laptop.
- The student will not give personal information when using the laptop.
- The student will bring the laptop to school every day.
- The student will only use email or any other computer communication that is appropriate, legitimate, and responsible communication.
- The student will keep all accounts and passwords assigned to them secure, and will not share these with any other students.
- The student will not attempt to clean or repair the laptop.
- The student will recharge the laptop battery each night.
- The student will return the laptop when requested and upon withdrawal from Cherokee Comm. Schools.
- The student will place the laptop in its protective bag when not in use and when it is being moved.
- The student will place the laptop in a secure location when not in use and locked up when possible.
- The following levels will occur with the misuse of the Chromebooks:
  - Level 1: Student will receive a verbal warning.
  - Level 2: Student's computer will be on the "Restricted list" for 1 week.
  - Level 3: Student's computer will be on the "Restricted list" for 3 weeks.
  - Level 4: Student's computer may be removed for the rest of the semester

Note: "Restricted list" limits access to textbooks and Google docs. The student will have no access to the Internet on their Chromebook. Teachers may request limited access for schoolwork.

The principal will assign the level based on the severity of the misuse.

### **TELEPHONE USAGE**

The school telephones are to be used for business purposes only. Classes will not be interrupted for teachers and students to take phone calls. Your child may use the school phone after **receiving permission** from their teacher, building principal, or office staff. You may request that a message be delivered to a student if it is received **before** 2:30 p.m.

## TESTING PROGRAM

The testing program used in our middle school is quite comprehensive in scope. We give a variety of these tests in an attempt to evaluate student progress and the results of the curriculum that we use. The tests are as follows:

- **Iowa Assessments** help determine student's achievement in basic learning skills.
- **Reading Probes** that assist in determining growth in reading.
- **Math Probes** that assist in determining growth in math.
- **Written Language Probes** that assist in determining growth in writing skills.
- **MAP** (Measure of Academic Progress) given 3 times per year, helps evaluate the progress and instructional needs of students.

## TOBACCO-FREE CAMPUS

School district buildings, grounds, and vehicles shall be off limits for tobacco use, including chewing tobacco. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request shall be required to discard their tobacco or leave the school district premises, immediately. It shall be the responsibility of all school employees to enforce this policy.

## TRANSPORTATION

If a student is eligible for bus transportation, they will be notified of the bus routes and pickup times by their bus driver or by announcements in the paper or on the radio. The following policies will apply in the use of school owned transportation:

- Students will ride in the bus assigned by the Superintendent of Schools.
- Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions warrant.
- Bus drivers should not be requested to wait on a student pick-up more than a reasonable length of time. If a student is not riding, the driver should be signaled to go on.
- The bus driver has complete charge of the conduct of the students and has the authority to assign special seats to students whose conduct is detrimental to the safety of the group.
- In cases of misconduct on the bus, a school administrator and the transportation director shall deal with the problem and may set a period of time that the student will be excluded from school district transportation.
- Any student wishing to ride a bus who is not a regular passenger will have to secure permission from a school administrator.

### Bus Behavior Steps To Be Taken:

- Step 1: Driver Verbally warns student (note or call to principal)
- Step 2: Driver reports to principal – principal confers with student (possible contact with parent)
- Step 3: Suspension from bus for a period up to three days (parent contact required)
- Step 4: Suspension from bus for minimum of three days (parent, bus driver, principal conference)
- Step 5: Expulsion from bus by board action

The transportation director and principal may move a student down more than one step depending on the severity of the incident. If you have any questions concerning the transportation of a student, you



may call one of the following persons: Transportation Supervisor, (Bus Barn: 225-6766) or Superintendent of Schools (225-6767)

## **WEAPONS**

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

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, incendiary or poison gas.

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

## **SPECIAL POLICIES: AFFIRMATIVE ACTION POLICY/EQUAL EDUCATIONAL OPPORTUNITY POLICY**

Pursuant to Iowa Code 102, the Cherokee School District does not discriminate on the basis of race, ethnicity, national origin, color, age, disability, sexual orientation, gender identity, socioeconomic status or marital status in educational programs or employment. If you have any equity or affirmative action questions or concerns about any policy or procedure of the district, please contact the district’s main office at 225-6767 for information about the Equity Coordinator and Affirmative Action Coordinator.

## **SPECIAL POLICIES: ANTI-BULLYING/HARASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon age, socioeconomic status, marital status, race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

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

## **SPECIAL POLICIES: HOMELESS CHILDREN AND YOUTH**

Pursuant to Policy 501.16, the board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs can be contacted at 712-225-6767.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

- School Records – For students transferring out of the district, records may be provided directly to the student or the student's parent. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

- **Immunization Requirements:** Homeless students shall not be denied enrollment for lack of immunization records if
  - They have a statement signed by a physician stating that immunization would be injurious to the child;
  - They provide an affidavit stating such immunization would conflict with their religious beliefs;
  - They are in the process of being immunized; or
  - They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunization.
- **Waivers of Fees and Charges:** Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived in the discretion of the superintendent
- **Enrollment Requirements/Placement:** Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
- **Residency:** For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.
- **Transportation:** Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.
- **Special Services:** All services that are available to resident students, shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

## **SPECIAL POLICIES: STUDENT ABUSE**

It is the policy of the Cherokee Community School District to respond promptly to allegations of abuse of students by school employees by investigation or arranging for full investigation of any allegations, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. If you feel that your child has been physically or sexually abused by a school employee, you should contact the Superintendent of Schools for information about the Level 1 investigator, Level 1 alternate, and the Level 2 investigator.

## **SPECIAL POLICIES: STUDENT CONDUCT**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of

students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, 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 participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or, intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonable foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention is within the discretion of the licensed employee or the building principal disciplining the student.

Suspension means: an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equals 10 days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

## **SPECIAL POLICIES: STUDENT DIRECTORY INFORMATION**

Directory information is gathered with the intent of it being used for district purposes. There are times when this data is requested from an outside source. This data includes name, address, telephone number, date, and place of birth, e-mail address, grade, enrollment status, participation in school activities, weight and height of members of athletic teams, degrees and awards received, dates of attendance, photographs and other likenesses the most recent educational agency or institution attended by the student, and similar information. A parent or any student over eighteen years old can request that this information not be shared. Contact the middle school office for the appropriate form to be signed and returned. Policy reference 506.2. If a student has a change in any of their directory information (address, phone number, etc.) they are to notify the office immediately. Directory information will be made available to the military service and colleges if requested. Parents must notify the school if they wish to not receive mailing from others.

## **SPECIAL POLICIES: STUDENT RECORDS ACCESS**

The Cherokee School Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The middle school office and counselor shall maintain student records.

1. Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the

eligible student. If a student is a dependent as defined by the IRS, the parents may be provided access without the written permission of the student. A representative of the parents or eligible students may be denied access to a student's record if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

2. Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.
3. Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

## **SPECIAL POLICIES: STUDENT RECORDS ACCESS AND CONFIDENTIALITY**

Cumulative records are maintained for each child who enters school. The records contain test information, progress reports, health records, and other pertinent data. The Board of the Cherokee Community Schools provides for the maintenance of student records in a confidential manner in conformity to Chapter 68A of the Code of Iowa. The policy embodies the concept that parents may have access to student records and that people outside the school system may have access only under strict regulation, which generally requires consent from the student's parents. Parents who wish to examine their child's records may arrange to do so by contacting the principal or guidance counselor at the student's attendance center. The entire policy is available in the principal's office of each attendance center. Beyond simple access, parents, have "the right to make written objections to any information contained in the records" and an opportunity for a hearing to challenge contents of their child's school records. This is to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials.

## **EXTRA CURRICULAR ELIGIBILITY: STUDENT CODE OF CONDUCT/PARTICIPATION**

The Board of Directors of the Cherokee Comm. School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Good conduct, both in and out of school, is expected of students representing Cherokee Middle School in all activities. Each student should exercise self-discipline and self-restraint if they are to continue to participate in school activities.



It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

This policy is in force for all students in grades 7 and 8. All home-schooled, dual-enrolled, regular education and special education students will be held accountable to this policy. Outgoing 8<sup>th</sup> grade athletes must have passed their four core classes in 8<sup>th</sup> grade.

## **EXTRA CURRICULAR ELIGIBILITY: ACADEMIC ELIGIBILITY**

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Be earning passing grades in at least 6 subjects the current semester;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations, if the student is an open enrollment student.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.
- The student will not be allowed to participate in a public performance or athletic contest during the ineligible period, excluding such concerts and performances that are graded.
- Eligibility for participation is determined by meeting the qualification of the organization. In the case of groups that perform before the public or meet in competition with other schools, the student must be passing a minimum of 6 subjects or classes for the mid-term and quarter grading period.

Any student not meeting these requirement at either the midterm or end of the nine week grading period will be declared ineligible for 5 school days. The grades will then be rechecked; if the student is passing all classes, they regain their eligibility. If they are not passing, they are given another 5 days. The 5 days of ineligibility will repeat until the student is passing all classes.

## **EXTRA CURRICULAR ELIGIBILITY: CODE OF CONDUCT VIOLATIONS**

Students who participate in extracurricular activities are expected to adhere to the highest standards of personal conduct and citizenship. The following violations are subject to penalty whether at school or elsewhere, 24 hours a day, 365 days per year. Penalties listed pertain to all violations. Examples are as follows but not limited to:

- The use, possession, deliver, or purchase of alcoholic beverages, (having the odor of alcohol on one's breath is evidence of "use").
- Use, purchase, or possession of tobacco products, regardless of the student's age.
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Vandalism to property, public or private.
- Trespassing upon school property.



- Flagrant disobedience of a school rule and regulation that results in an out-of-school suspension and/or recommendation for expulsion.
- Illegal possession or illegal use of a dangerous weapon.
- Use and/or possession of pyrotechnic devices (such as fireworks or firecrackers) on school property.
- Engagement in a lewd, or obscene, or indecent public display.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. NOTE: This could include group conduct!

## EXTRA CURRICULAR ELIGIBILITY: DETERMINATION OF INELIGIBILITY

A student will be declared ineligible if:

1. A student admits to violating one of the standards of the Code of Conduct to school administration.
2. A student is referred to school administration by law enforcement or judicial agency.
3. A student is found guilty in a court of law.
4. An employee of the district witnesses a student breaking one of the standards of the Code of Conduct and reports it to building administration within 15 days of violation.
5. A student is accused upon signed statement from one or more citizens of the community. This statement must be made in writing at the principal's or athletic director's office within 15 days of alleged violation. After reviewing the evidence, the principal will determine the eligibility status of the student.
6. An investigation, initiated by school administration determines that a standard has been violated based on a preponderance of evidence.

## EXTRA CURRICULAR ELIGIBILITY: CODE OF CONDUCT SANCTIONS

### **1st Offense**

- A. Athletics – 20% of season dates (dates as defined as inter-scholastic competitions).
- B. Instrumental and Vocal Music – 4 weeks that must include 1 performance. (If there are no events during this time, the first event after the 4-week period (excluding performances that are graded))
- C. The continuance of Student Council responsibilities will be suspended for 3 calendar months.

**Reduction in Penalty** – The above penalties may be cut in half upon the completion of either of the following:

- Evaluation and Treatment – If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or a school designee regarding recommendation for treatment or follow-up care, the student's penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count toward the 20-hour requirement.
- Community Service – The student completes 20 hours of community service to be arranged by the guidance department and the middle school administration. If the violation is

substance related, hours devoted to evaluation and treatment will count towards the 20-hour requirement.

### **2nd Offense**

- A. Athletics – 50% of season dates (dates as defined as inter-scholastic competitions).
- B. Instrumental and Vocal Music – 8 weeks that must include 2 performances. (If there are no events during this time, the first two events after the 8-week period (excluding performances that are graded))
- C. The continuance of Student Council responsibilities will be suspended for 12 calendar months.

**Reduction in Penalty** – The above penalties may be cut in half upon the completion of either of the following:

- Evaluation and Treatment – If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or a school designee regarding recommendation for treatment or follow-up care, the student's penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count toward the 40-hour requirement.
- Community Service – The student completes 40 hours of community service to be arranged by the guidance department and the middle school administration. If the violation is substance related, hours devoted to evaluation and treatment will count towards the 40-hour requirement.

### **3rd Offense**

- A. Suspension from all activities for 1 calendar year.

**Reduction in Penalty** – None

### **4th Offense**

- A. Suspension from all activities for the remainder of middle school career.

## **EXTRA CURRICULAR ELIGIBILITY: REINSTATEMENT OF ELIGIBILITY**

A student declared ineligible may only have his/her eligibility reinstated by participating in an activity for the beginning of the season until its completion.

## **EXTRA CURRICULAR ELIGIBILITY: ELIMINATION OF A VIOLATION**

Twelve months following the reinstatement of eligibility for a violation of the student Code of Conduct, (or 12 months following the declaration of ineligibility for a 3<sup>rd</sup> or 4<sup>th</sup> violation), a student, along with a parent/guardian, may submit a written statement requesting the elimination of a violation from the student's record. The principal, athletic director, and a committee of faculty members will conduct a hearing to review the request and decide if the elimination of the violation is in the best interest of the extracurricular program of CMS. If the request is rejected, a written statement will be sent to the student and parent/guardian that will provide justification for the denial.

## **EXTRA CURRICULAR ELIGIBILITY: METHOD OF COUNTING NUMBER OF CODE OF CONDUCT VIOLATIONS**

The 1<sup>st</sup> offense occurs when a participant admits to or is found to be in violation of the Code of Conduct. The 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offenses occur when a participant again admits to or is found to be in violation of the eligibility rules within his/her high school career. (Offenses accumulate throughout a student's middle school career.)

Students may continue to practice with their groups after receiving a 1<sup>st</sup> and 2<sup>nd</sup> violation, but they may not wear a uniform or participate in any manner during a competition or performance. However, after receiving a 3<sup>rd</sup> violation, the student may not practice with the group. Music performers are excluded from this due to their co-curricular nature.

## **EXTRA CURRICULAR ELIGIBILITY: HEARING/APPEAL PROCESS**

### **1. HEARING**

- a. The middle school principal will conduct a hearing to evaluate the evidence in the case with the student after parental notification.
- b. At the hearing, the principal will listen to the facts of the case and determine whether or not a violation of the rules occurred. The principal will then relate the predetermined penalty for the violation and explain options, if applicable, or dismiss the case.
- c. The principal has the right to increase the penalty in severe cases. In such a case, the principal must provide a written statement for supporting the increase in penalty to the student, parents, superintendent and the President of the Board of Education.
- d. The decision of the principal (or athletic director) may be appealed to the superintendent of schools by filing a written request with the superintendent stating the reason for the appeal. Said request must be made within three (3) business days following the decision of the principal. During the appeal process, a student is not eligible for participation.

### **2. APPEAL**

- a. An appeal shall be heard by the Superintendent of Schools. Also included in the appeal will be the student involved and the student's parent and/or advocate.
- b. The appeal shall be heard within five (5) business days or one calendar week (whichever is shorter) of the date the appeal request is filed.
- c. During the time period between filing an appeal and a hearing, a student shall not be eligible for participation.
- d. Duties and powers of the Superintendent during the appeal process include:
  - i. Review the evidence presented to or by the principal.
  - ii. Hear any new information presented by either party.
  - iii. Affirm or reverse the decision of the principal.
  - iv. Reinstate the original penalty as outline by the Code of Conduct.
- e. The Superintendent does not have the authority to adjust the penalty to a greater or lesser degree than outlined in the Code of Conduct.
- f. A copy of the appeal results will be mailed to the parent/guardian of the student involved and to the President of the Board of Education.

### **3. APPEAL TO BOARD OF EDUCATION**

An appeal of said decision can be made to the Board of Education if a written request for such an appeal is filed with the Superintendent of Schools within 3 business days of the decision of the Superintendent. The Board of Education will then hear the new appeal within 5 school days of the end of the filing period. The student shall not be eligible for participation during the time period between filing an appeal and the hearing.

## **EXTRA CURRICULAR ELIGIBILITY: STUDENTS TRANSFERRING TO CHEROKEE COMM. SCHOOLS WHILE UNDER ANOTHER SCHOOL'S GOOD CONDUCT RULE**

Any student declared ineligible under a prior school district's Eligibility Policy without having completed the full period of ineligibility at that school and transfers to the Cherokee Community Schools will be held accountable to the Eligibility Policy of his/her former school district. Once that period of ineligibility has been completed, the student is then immediately eligible for school activities at Cherokee Community Schools.

Code No. 903.5R1

## **DISTRIBUTION OF MATERIALS REGULATION**

### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates

the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be

informed in writing of the reasons for the denial. Permission to distribute material does not imply approval

of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

Code No. 903.5R1

## **DISTRIBUTION OF MATERIALS REGULATION**

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in

subsection III.

At every level of the process the person submitting the request will have the right to appear and present the

reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is

reasonably likely to cause a material and substantial disruption of that activity.

#### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:

(a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

(b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

(c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

2. "Minor" means any person under the age of eighteen.

Code No.