



**ALL EVENTS SUBJECT TO CHANGE.
FOR UPDATED SCHEDULE INFORMATION,
GO TO
www.carlislecsd.org**

STUDENT HANDBOOK

2018-2019

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Table of Contents

High School Office Staff	3	<u>ELIGIBILITY/GOOD CONDUCT</u>	
Central Administration Staff	3	Academic Eligibility	32-33
Board of Education Members	3	Academic Monitoring	34
Mission Statement	4	Activity Participation	35
		Good Conduct Rule Eligibility	35
High School Faculty	4-5		
District E-mail Address			
Carlisle Spirit Information			
Carlisle School Song			
High School Activities List			
High School Hours	6	Penalties	36-37
High School Schedules	7	Academic Consequences	38
<u>ACADEMIC/ATTENDANCE/ETC</u>		Determination and Appeals	38
Graduation Credits/ Requirements	8	Voluntarily Seeking Assistance	40
Commencement	9	Clearing Record of Violations	40
Additional Credit Information	9	<u>SCHOOL INFORMATION</u>	
Early Graduation	9	Equal Educational Opportunity	41-42
Honor Roll/Academic Letter	10	Healthy Kids Act	43
Pass-Fail Policy	10-11	Food Brought to School	44
Post-Secondary Enrollment	11	Homeless Child or Youth	44
Schedule Changes	11	Injuries	45
Student Assistance Program	12	Insurance	45
Attendance Policy	12	Library/Media Center	45
Open Campus	13	Medication	46
		Online Access for Parents	46
		Posters and Advertisements	46
<u>PHILOSOPHY FOR DISCIPLINE</u>		Student Records	46
Policy Guiding Student Conduct	14	Visitors	47
Definitions	16-17		
Rights & Responsibilities	18		
Anti-Bullying/Harassment Policy	19-21		
Levels of Misconduct	22-29		
Backpacks, Bags, Purses	30		
Computers and Technology	30		
Due Process	32		
Search and Seizure	32		

**Carlisle High School
430 School Street
Carlisle, IA 50047
(515) 989-0831
(515) 989-5493 - fax**

Matthew J. Blackmore
Principal

Terri Joiner
Registrar / Guidance Secretary

Seth Poldberg
Assistant Principal

Luann Tucker
Secretary

Darin Schreck
Activities Director

Vicki Born
Activities Assistant

**Central Administration
(515) 989-3589
(515) 989-3075 - fax**

Bryce Amos
Superintendent of Schools

Jean Flaws
Board Secretary / Business Mgr.

Brandon Eighmy
Director of HR & School Services

Dana Lillis
Director of Teaching & Learning

Zenda Adams
Accounts Payable / Secretary

Alicia Clark
Payroll Specialist

Joy Gibson
Student Information Specialist

BOARD OF EDUCATION

Cody Woodruff
Jeremy Eginoire
Kyle Chambers
Art Hill
Harry Shipley

Carlisle Community Schools Mission Statement:

Character, Service and Excellence in everything we do

Website: www.carlislecsd.org

2018-2019 HIGH SCHOOL FACULTY

Blackmore, Matthew	Principal
Poldberg, Seth	Assistant Principal
Schreck, Darin	Activities Director
Abel, April	Paraprofessional
Allen, Tom	Art, Art Club
Barker, Sandy	Talented & Gifted
Baxter, Joshua	Academic Support Center
Born, Vicki	Activities Assistant
Carruthers-Green, Laura Catherine	Spanish, CTL
Cosimo, Alicia	Spanish, Spanish Club, Asst. Varsity Girls Track
Eginoire, BrieAnn	Science, Co-Prom Advisor, CTL
Powell, Jennifer	Family Consumer Science, FCCLA, CTL
Flaws, Kacey	Business, Yearbook
Gardner, Georgia	Social Studies
Geisler, Michael	Building Level Coordinator Asst. Varsity Girls Basketball
Guthrie, Stephanie	Counselor
Hahn, Aaron	Science
Hartwig, Ingrid	English, Volleyball
Heidemann, Leah	Guidance Counselor, Culture Club, STAND, Nat'l. Honor Society, CTL
Hensley, Jessica	Paraprofessional
Hesse, Matt	Industrial Technology
Hillebrand, Barbara	Business Education, M.O.C, Student Council, Student Ambassadors, CTL
Hoekstra, Andrea	Building Level Coordinator
Hoekstra, Mark	Physical Education/Weight Lifting Head Varsity Football, Asst. Boys Track
Hoffmann, Erin	Physical Education/Health, CTL
Hupfeld, Coy	Social Studies
Joiner, Terri	Registrar / Guidance Secretary
King, Tonya	School Liaison Officer
Kosiek, Michael	Band, Marching Band, Jazz Band
Lehms, Jess	Paraprofessional
Livingston, Michelle	Paraprofessional
Maruth, Emily	Mathematics
Mathiasen, Jonathan	Industrial Technology
Mehrhoff, Jason	Language Arts, Asst. Football, Head Varsity Wrestling
Miller, Eileen	Vocal Music, Musical, CTL

Moorman, Cindy	School Nurse
Murray, Kari	Building Level Coordinator
Ness, Lisa	Paraprofessional
Rose, Sarah	Social Studies, CTL
Schank, Mitchell	Science
Schwerdtfeger, Jana	Media Specialist, Co-Prom Advisor
Schwickerath, Tim	Math, Mathletes, CTL
Smith, Anthony	Math, Asst. Varsity Football
Smith, Kristi	Media Paraprofessional
Stalter, Donald	Special Education
Stills, Kristy	Language Arts, CTL
Sullivan, Lynette	Paraprofessional
Svare, Joe	Social Studies
Temple, Kelsy	English/Language Arts
Thramer, Rhonda	Paraprofessional
Thomas, Dan	Special Education
Tower, Amanda	Science
Tucker, Luann	Secretary
Turner, Dawn	Special Education
VanSickle, Anita	Paraprofessional
Wheeler, Jill	Language Arts
White, Bryan	Math, Head Varsity Girls Basketball
Wright, Jon	Lang. Arts, Journalism, Drama, Musical
Wulf, Jared	Special Education

DIRECTORS OF OPERATIONS

Polito, Lewis	Maintenance and Grounds	989-5399
McCrory, Charlene	Nutrition	989-5377
Bradshaw, Jason	Transportation	989-3137

STAFF E-MAIL ADDRESS

All e-mail addresses for the Carlisle School District are formatted as follows and can be found on the website www.carlislecsd.org

Example: first name.last name@carlislecsd.org

The Carlisle Spirit

School Colors:	Red and Gold
Nickname:	Wildcats
Raccoon River Valley Conference:	Adel-DeSoto-Minburn, Ballard, Boone, Bondurant-Farrar, Carlisle, Carroll, Perry, Winterset

School Song

We're loyal to you, Carlisle High.
We're scarlet and gold, Carlisle High.
We'll back you to stand against the best in the land,
For we know you will stand, Carlisle High
(Rah! Rah!)
So pack up that ball, Carlisle High,
We're backing you all, Carlisle High.
Our team is the fame protector, on team,
For we expect a victory from you Carlisle High
(Rah! Rah!)

School Activities

Art Club	Jazz Band
Band	Mathletes
Baseball	National Honor Society
Basketball	STAND
Cheerleading	Principal's Council
Choir	Student Ambassadors
Color Guard	Soccer
Cross Country	Softball
Culture Club	Spanish Club
Dance	Speech
Debate	Student Council
Drama Production	Track
FCCLA	Volleyball
Football	Wrestling
Golf	Yearbook
Improv Club	

SCHEDULES

School Hours: High School will operate from 8:10 a.m. to 3:20 p.m. Students cannot leave school grounds once they arrive unless checking in the office prior to leaving. Exceptions are MOC, DMACC, post-secondary students, or students on privileges.

<u>Regular Schedule:</u>	Period 1	8:10 am - 9:03 am
Mon, Tue, Thur, Fri	Period 2	9:08 am - 10:01 am
	Period 3	10:06 am - 10:59 am

Period 4	A Lunch: 10:59 am - 11:29 am A Class: 11:34 am - 12:27 pm B Class: 11:04 am - 11:57 am B Lunch: 11:57 am - 12:27 pm
Period 5	12:32 pm - 1:25 pm
Period 6	1:30 pm - 2:23 pm
Period 7	2:28 pm - 3:20 pm

1:30pm Dismissal:
Wednesdays

Period 1	8:10 am - 8:47 am
Period 2	8:52 am - 9:29 am
Period 3	9:34 am - 10:11 am
Period 4	A Lunch: 10:11 am - 10:41 am A Class: 10:46 am - 11:23 am B Class: 10:16 am - 10:53 am B Lunch: 10:53 am - 11:23 am
Period 5	11:28 am - 12:05 pm
Period 6	12:10 pm - 12:47 pm
Period 7	12:52 pm - 1:30 pm

2 Hour Late Start:

Period 1	10:10 am - 10:46 am
Period 2	10:51 am - 11:27 am
Period 3	A Lunch 11:27 am - 11:57 am A Class 12:02 pm - 12:38 pm B Class 11:32 am - 12:08 pm B Lunch 12:08 pm - 12:38 pm
Period 4	12:43 pm - 1:18 pm
Period 5	1:23 pm - 1:58 pm
Period 6	2:03 pm - 2:39 pm
Period 7	2:44 pm - 3:20 pm

ACADEMIC POLICY

MINIMUM REQUIREMENTS FOR GRADUATION
47 CREDITS REQUIRED FOR GRADUATION

Language Arts	8 credits (Language Arts 9, 10, 11, Language Arts 12 OR Composition 1 AND elective)
Science	6 credits (Physical Science, Biology)
Mathematics	6 credits (Algebra I, Geometry, and elective)
Practical Arts	2 credits (Industrial Technology, FCS, Art, or Business)
Social Studies	6 credits (World History, US History, Government and elective)
Physical Education	4 credits (1 credit each of the 4 years of High School)
Business	1 credit (Applied Computer I is required through class of 2015. Starting with the class of 2016, Financial Literacy & Employability Skills will be required.)

Elective courses to meet credit requirements

CARLISLE DISTINGUISHED DIPLOMA
53 CREDITS REQUIRED FOR GRADUATION

Language Arts	8 credits (must include Composition I AND Composition II OR Introduction to Literature)
Science	8 credits (must include Chemistry AND AP Chemistry, AP Physics, or Anatomy)
Mathematics	8 credits (must complete Algebra 2 or higher)
Practical Arts	2 credits
Social Studies	6 credits
Physical Education	4 credits
Business	1 credit (Applied Computer I through class of 2015. Financial Literacy & Employability Skills starting with class of 2016.)
Electives	12 credits

COMMENCEMENT

Students who have NOT passed all necessary courses when seniors are through in the spring will NOT receive a diploma and will NOT be allowed to participate in the formal graduation ceremony. Diplomas for these students will be granted only when all requirements are fulfilled.

ADDITIONAL CREDIT INFORMATION

Freshmen and sophomores will carry a minimum of 14 credits per year. Juniors and seniors will carry a minimum of 12 credits per year. Students in WBL, building trades, or attending DMACC classes must take four (4) additional one-credit classes per semester.

One successfully completed credit of physical education is required per student per year. Students may be excused from physical education for medical or religious reasons.

EARLY GRADUATION

Carlisle High School students may graduate early providing all course requirements as stated under Requirements for Graduation have been met.

A formal application signed by the student, parent, school counselor, and high school principal must be completed and presented to the high school principal by September 20.

Students having been given the option of early graduation shall not be permitted to participate in any extracurricular activity nor will they be eligible for post secondary option funds following the completion of the graduation requirements but may attend formal graduation exercises. They may also attend all senior activities throughout the year.

Students not wishing to attend formal graduation exercises may receive their diploma from the high school principal at the end of the eighth semester.

GRADING

A dual reporting system is used. Both an unweighted 4.0 scale and a weighted 5.0 scale will be reported. Both weighted and unweighted grade averages and class ranks will be displayed on transcripts. Graduation honors will be determined by the weighted grading scale.

Unweighted grades are awarded on an A's = 4.0, B's = 3.0, C's = 2.0, D's = 1.0, F = 0 basis.

In the weighted grading calculation, A's = 5.0; B's = 4.0; C's = 3.0; D's = 2.0, F = 0.

****Weighted courses are Advanced Placement (AP) courses and non-vocational college courses that are granted credit by an accredited college.**

HONOR ROLL/ACADEMIC LETTER

Honor Roll is awarded at the end of each **semester**. Gold honor roll recognizes students earning a GPA of 3.5 or above. Red honor roll recognizes students earning a GPA of 3.0 to 3.49.

Academic letters are awarded to students who achieve a 3.3 grade point average for two (2) consecutive **semesters**.

PASS/FAIL POLICY

Any student is eligible to participate in the Pass / Fail Program at Carlisle High School providing the guidelines below are followed. Students will be expected to follow all the requirements of the course, except a letter grade will not be given, instead a "P" for passing or "F" for failure. Potential reasons for taking a class "pass / fail" might include: 1) student wants to push him/herself to take a more challenging academic course without having an impact on GPA. 2) Student wants to take a class they're interested in without having an impact on GPA. 3) Student wants to take a class that doesn't align with career / post-secondary aspirations without an impact on GPA. 4) Other reasons as appropriate.

Guidelines for the Pass / Fail Program are as follows:

1. Pass / Fail Forms must be signed and turned into the counseling office before the end of the first nine weeks of the semester.
2. Students who elect to take a course under the pass / fail option will earn a "P" (pass) or "F" (failure) grade based upon their performance. In order to earn a "P," a student must earn a passing grade (60% or above) based on the same criteria used to assign grades to all students in the class.
3. Students who elect to take a course under the pass / fail option will be required to attend all classes and complete class assignments. Students must take the final exam unless they meet eligibility requirements to opt out of the final exam.
4. A student will be allowed to take four semester credits on a pass / fail basis during his/her four years of high school. No more than one credit may be earned each semester on the pass / fail basis. A student may take a maximum two semesters in the same subject area pass / fail.
5. A course in which a student earns a "P" on a pass / fail basis will remain neutral in calculating the overall grade average, class rank, awards, honor roll, or eligibility requirements. See examples below:
6. A course in which a student earns an "F" on a pass / fail basis will be used to determine overall grade average, class rank, awards, honor roll, or eligibility requirements.
7. Students must have the signature of his/her parent/guardian, the class instructor, their counselor, and the principal before permission will be granted to take a course pass / fail.
8. Pass / fail grades will be communicated on transcripts, report cards, and/or verbally to colleges, universities, or educational institutions. It will be the decision of the educational institution to interpret pass / fail grades. We strongly encourage students and families to work with the counseling office and/or individual Colleges and

Universities (including the NCAA) on a case-by-case basis.

9. The same academic standards and state guidelines apply within the pass / fail option for activities and athletic eligibility.
10. PSEO & some college credit classes cannot be taken for pass / fail.

POST-SECONDARY ENROLLMENT

By an act of the Iowa legislature, high school juniors, seniors, and identified ELP freshman and sophomore students may enroll for courses at a post secondary institution. Funds for this enrollment (up to \$250 per course) will be provided by the local school district. Students must meet the college entrance requirements, be proficient on core areas of the Iowa Assessments, and meet any pre-requisites required by the college. Post Secondary classes may be taken at the college campus or over the Internet.

Students may enroll in no more than 11 college credits per semester (this includes courses taken at CHS). One high school credit will be granted for every 3 hours of college credit earned. **Grades and credits earned will be recorded on the individual's transcript and will be included in the cumulative grade point average, class rank, and credits earned toward graduation.** Students who do not complete the course or who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Students must provide their own transportation for on campus courses.

Student interested in taking post secondary courses should contact the counseling office to complete the necessary paper work. The biggest challenge with students enrolling in PSEO courses is finding courses to fit into the daily schedule.

SCHEDULE CHANGES

Students must meet with a counselor and have administrative approval to change a schedule within the first 10 days of the semester.

Dropping a Course

Careful and thoughtful course requests of students eliminate many problems for the student and the school when the year begins. Students are required to enroll in a minimum of 6 credits and a Physical Education course each semester. After the start of each semester, students are not allowed to add courses. Students may drop a course during the first 5 days of the semester without penalty if this does not drop the student below 6 credits. If a student drops a class after the fifth day, the student will receive an F on their high school transcript.

The only changes in class schedules that will be made are those initiated by a counselor or by a classroom teacher if a student is misplaced. The teacher and guidance counselor's permission are necessary to add or drop a class.

Schedules will NOT be changed for the following reasons:

- Preference for a different teacher
- Preference for a different period or semester
- Preference to be with friends in class

Rearranging class order for open campus or a specific lunch

With the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (both AHS and college credit) will not be allowed to drop the college credit and remain in the high school course. If college credit is dropped, after the first five (5) days of the semester, the student will also be dropped from the high school credit and receive an F on their high school transcript. Dropping college credit could place a W or an F on a student's college transcript according to the college's policy.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is here to help you and your immediate family members deal with concern in your life. Your SAP is available for in-person counseling and telephone consultation. A counselor will help to assess your concerns and develop strategies for coping and change. You will receive assistance with: school-life balance, family or relationship issues, emotional issues, alcohol and drug-related problems, and other issues that interfere with daily living, happiness, and your overall wellbeing. Carlisle students can receive up to 5 free sessions per issue per year. Call (515) 244-6090 to schedule an appointment.

ATTENDANCE POLICY

E-mails will NOT be accepted as acceptable communication to excuse students from school.

AND

An unexcused absence/truancy is an absence during any period not approved by parents and/or the school. The parents or head of household of any student with an unexcused absence will be notified of the absence and of disciplinary actions taken. All work missed during an unexcused absence will be made up during extended detention/ISS. *Failure to complete make-up assignments satisfactorily constitutes grounds for no credit or reduced credit.* Listed below are examples of unexcused absences:

- a. Lack of notification by parent of absence
- b. Shopping trips
- c. Oversleeping
- d. Hair / tanning appointments
- e. Work or employer
- f. Excessive car trouble
- g. Leaving class and not returning
- h. Leaving school grounds without permission
- i. Other reasons to be determined by the administration

Administration, Counselors, and School Liaison Officer (Team)

Inclement weather or other school closings

When school is canceled because of inclement weather or other unforeseen circumstances prior to the start of the school day, students and parents are notified via radio, district website, Infinite Campus Messenger AlertNow and television stations. Missed days may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. 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.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Open campus

Open campus is a **privilege** available to juniors and seniors who meet CHS academic, attendance, and behavioral expectations. Open campus is defined as the privilege of not having to attend study hall and/or their school lunch period when the student does not otherwise have an academic class scheduled.

To qualify for open campus, students must carry a "C" or above in all classes, have no unexcused absences, and have 5 or less tardies/semester total. To start a new school year, a student's school records from the previous year will be used to determine open campus eligibility as described above.

Eligible students who are interested in applying for open campus privileges must complete the open campus application form, available online and in the main office. A parent signature is required on the open campus form. Upon completion of the open campus form, the student will meet with his/her counselor and a formal schedule change will be made indicating they have open campus. Students do not earn open campus privileges until their schedule has been updated by the guidance office.

Students who qualify for open campus may use their open campus time for independent study in the media center, to leave campus, or to meet with a teacher (please make arrangements with the teacher ahead of time). Students on open campus should not be in the hallways after classes start.

Open campus may be revoked for various academic, attendance, and/or behavior issues. There will be grade checks every three weeks. CHS staff may request to meet with students to provide attendance and academic support, career planning, etc. during a student's open campus period. Such meetings will take priority over a student's open campus time and students are expected to attend.

Students who leave campus with underclassmen (freshmen and sophomores) and/or with any students who do not have permission to leave campus will have their open campus privileges revoked. Parents may also revoke their child's open campus privileges at any time with a phone call to the main office or an email to the Vice Principal.

Students who lose open campus privileges re-apply for open campus. The re-application form is available online and in the main office. The form must be signed again by parents, by all teachers, and by the office. Once all signatures have been obtained, the student will deliver the form to his/her counselor for a formal schedule change. Students do not re-earn open campus privileges until their schedule has been updated by the counseling office.

Students who return to class or arrive after the school day has begun must present to the office a signed note from their parents for re-admission.

For more information, see the *Open Campus* section under *Expectations* in this handbook.

PHILOSOPHY FOR DISCIPLINE

Discipline in the Carlisle Community Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

Student Misconduct

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that occurs on school property, at a school-sponsored or school-related activity regardless of whether the event is on or off school property. May be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, assistant principal, or principal. Carlisle Schools administration reserves the right to make final decisions regarding disciplinary consequences.

Digital Technology Philosophy

While we all believe that digital technology has its place in the classroom and is incredibly valuable to education and learning, we understand that it can be disengaging to students. It is therefore our belief that extending the use of technology for learning and limiting personal use of technology during instructional time is the best way to harness its use in the educational setting.

Cell Phone Policy

Digital Technology:

- a.) Should be kept out of plain view during instructional time and kept in the “silent” position.
- b.) Students may only use digital technology with the permission of the classroom teacher or other staff members.
- c.) All cell phones, cameras, and other recording devices are strictly prohibited at any time in a locker room or restroom.
- d.) Emergency parent communication should be made through the office.
- e.) The school is not responsible for loss, damage, or theft of any electronic device brought to school.

**All classrooms will have a cell phone basket, hanging shoe organizer, or charging station.*

Cell Phone Violation Process

- 1. Verbal correction by teacher instructing student to put phone away
- 2. Student will be asked to place phone on teacher’s desk; student may retrieve phone at end of class
- 3. Detention (served with classroom teacher)
- 4. Teacher-student conference
- 5. Parent Contact
- 6. Refusal by the student to follow guidelines may result in Level I violation
- 7. Chronic issues will become a Level II infraction

**This cell phone/digital technology policy should not supersede the established policies in the student handbook that are more grievous violations such as harassment/bullying issues and the District’s Acceptable Use Policy*

General Discipline Guidelines for Assessing Penalties

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

- 1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- 2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternative education placement, or expulsion may include but are not limited to:
 - a. Seriousness of offense
 - b. Student’s age and intent or lack of intent at the time the student engaged in the conduct
 - c. Student’s disciplinary history

- d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences
 - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
 - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, Carlisle CSD transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or Level IV constitutes a finding that the student has engaged in serious misbehavior.

Definitions

- 1. **Expulsion:** The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion may not exceed two academic semesters.
- 2. **In Lieu of Expulsion / AEP (Alternate Educational Placement):** Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion.
- 3. **Persistent:** More than one instance of similar type misconduct.
- 4. **Possession:** Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
- 5. **Under the Influence:** Has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student, also it includes being impaired by reason of the abuse of any material as a stimulant.
- 6. **Serious Offenses:** Substantial disruption or material interference with the orderly

process in the classroom or school building.

Levels of Offense/Overview

Acts of misconduct are categorized into the following four levels of offense:

Level I — Violation of Classroom Rules:

Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II — Administrative Intervention:

Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III — Suspension and/or Optional Recommendation for Alternate Educational Placement (AEP)

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level I or II misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV — Required Alternate Educational Placement or Recommendation for In Lieu of Expulsion and/or Expulsion for Serious Offenses

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement or who wish to appeal an expulsion should refer to the section of the *Code* relating to procedures for appropriate guidance.

Rights and Responsibilities in Discipline

Parents/Guardians

Have a responsibility to:

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.

4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

Have a right to:

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

Students

Have a responsibility to:

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Do homework.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

Have a right to:

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

Schools

Have a responsibility to:

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer appropriate discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline

procedures.

6. Invite and welcome community members into the school.

Have a right to:

1. Take the necessary steps to ensure a safe, orderly, and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

Anti-Bullying/Harassment Procedures

Nondiscrimination: No student in the Carlisle Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment and Bullying Prohibited: Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

Harassment and Bullying Defined: Any communication toward a student including electronic (such as e-mails or text messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- 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 or benefit from the District services, activities, or privileges.

Examples of prohibited behavior may include but are not limited to the following:

- repeated remarks of a demeaning nature;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment Defined: The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

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.

Complaint Procedures: An individual who believes that the individual has been harassed or bullied will notify their school administrator or the District designated investigator, Brandon Eighmy. The alternate investigator is Barb Niemeyer. The school administrator or district investigator may request that the individual complete the District's Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The school administrator or district level investigator has the authority to initiate an investigation in the absence of a written

complaint.

Investigation Procedures: The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. The school administrator or district level investigator may also interview witnesses as deemed appropriate. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation.

Resolution of the Complaint: A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes bullying and/or harassment. The school administrator or district investigator will maintain an investigation log and log information necessary to comply with Iowa Department of Education reporting procedures.

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

No Retaliation: No person shall retaliate against a student or other person because the student or other person has filed a bullying or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

Corrective Action: The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures, which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of these procedures.

Notification: Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's Web site, and shall be published in any manner as deemed appropriate.

Training: The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of these procedures and education programs and shall make reports as required.

Other Agencies: Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Carlisle Human Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United

States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.

Levels of Student Misconduct and Intervention Options

Level I: Violation of Classroom Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include but Are Not Limited to:

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class
4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior**
8. **Failure to protect, share and/or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class
10. **Profanity**, vulgar language, or obscene gestures

Intervention Options/Responses:

- Verbal correction
- Teacher-student conference
- Parent contact: confirm actual contact has been made with parent either via phone call or in writing
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions recorded in Infinite Campus by the teacher.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

Level II: Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the principal or other appropriate administrator. The principal or appropriate administrator will forward report to the parent or guardian.

Level II Acts of Misconduct May Include but are Not Limited to:

1. **Repeated Level I violations**
2. **Leaving without permission** including classroom or school grounds
3. **Unexcused absences** including cutting class
4. **Possession of matches or other flammable materials**
5. **Harassment.** Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.
6. **Bullying, intimidation,** which includes any communication toward a student including electronic (such as e-mails, texting, or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.
7. **Smoking/Tobacco** — using, or possessing tobacco or tobacco products including electronic cigarettes and similar products/devices
8. **Forgery** — changing school records or documents or signing a parent's name on school documents
9. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
10. **Inappropriate display of affection**
11. **Posting or distributing unauthorized materials** on school grounds
12. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
13. **Loitering** in unauthorized areas
14. **Failure to follow school policy on operation of electronic devices** (final determination of the limits made at the individual campus level)
15. **Cafeteria disturbance**
16. **Refusal to comply with a school's dress code policy**
17. **Minor physical contact**

18. **Disruptive behavior** on a school bus or at a school bus stop
19. **Violation of the District's Technology Acceptable Use policy**
20. **Sending or forwarding inappropriate electronic communication that results in a disruption to the educational environment**
21. **Other acts interfering with the orderly educational process** in the classroom or the school

Intervention Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parent conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Removal of school transportation privileges
- "Behavior" or "conduct" contracts
- Suspension of transportation privileges
- Suspension for up to three school days per occurrence
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator, with report and contact made to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Written or oral notification of action is sent to parent.
4. Administrator documents discipline and resolutions in Infinite Campus.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

Level III: Suspension and/or Optional Recommendation for In Lieu of Expulsion/AEP (Alternative Education Placement)

Level III acts include misconduct for which an administrator may suspend the student, place the student into in-school suspension, or, if the administrator finds the Level III misconduct to be serious or persistent as defined in this *Discipline Code*, refer the student to a district level alternate educational placement (AEP). The principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct.

Level III Acts of Misconduct May Include but Are Not Limited to:

1. **Chronic or repeated Level I and/or Level II offenses**
2. Fighting, which is defined as two or more students mutually engaging in offensive physical contact

3. Assault which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. An assault that results in bodily injury is considered a more serious Level III offense and may result in a more severe consequence up to a recommendation for expulsion.
4. Gambling
5. Stealing/theft of property in an amount under \$500
6. **Truancy** including but not limited to repeated instances of cutting class
7. **Weapons/Ammunition possession** including but not limited to:
 - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut
 - b. fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
 - c. live ammunition or bullets
 - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
 - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
8. **Persistent disruptive behavior** on a school bus
9. **Interfering with school authorities**, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
10. **Disruptive demonstration** that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
11. **Behavior contract violations**
12. **Participation in an illegal organization** or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities, wearing dress or attire or possession of paraphernalia of such illegal organizations.
13. **Hazing**, which includes any action taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.
14. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
15. **Continued violation of the District's Acceptable Use Policy.**
16. **Possession or use of any prescription or nonprescription drug, medicine,**

vitamins, or other chemical in violation of the guidelines for dispensing medications at the school.

17. **Possessing alcohol or a controlled substance or drug paraphernalia**
18. **Under the influence of alcohol or a controlled substance**
19. **Distribution of alcohol**
20. **Possession of inhalant.** Engaging in conduct that contains the elements of an offense relating to an amusable or volatile chemical or possession of inhalant paraphernalia.
21. **Burglary** of a Carlisle CSD facility or committing burglary on district property.
22. **False report against a staff member** knowingly made and that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
23. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
24. **Making a "hit list,"** in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm.
25. **Retaliation against any school employee** such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level IV.
26. **Felony conduct.** There are two instances of felony conduct for which a student must be referred to an AEP. The placement made in accordance with this section shall be for any period considered necessary on the basis of the circumstances and facts known; however, the student shall still receive a review of the placement after the time designated by the behavior improvement contract. The circumstances include:
 - a. Engaging in any conduct punishable as a felony while on campus, at a school-related function or activity.
 - b. While enrolled in Carlisle CSD and regardless of the location of the offense, receiving deferred judgment or a finding by a court or jury of delinquent conduct, or the reasonable belief of the principal that the student has committed one of the following felony crimes: murder; manslaughter; voluntary manslaughter; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; any degree of sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; terroristic threat; or tampering with a consumer product, regardless of where the offense occurs.
27. **Assisting (directly or indirectly) with the promotion of any prohibited behavior** under this *Discipline Code*.

28. **Other acts of serious misconduct** that disrupt the school environment in the classroom and/or school.

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

Intervention Options/Responses:

- Required administrator/student/parent conference
- Restitution or restoration, as applicable, for vandalism to property
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Placement of the student into in-school suspension
- Out of school suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year
- Referral for placement in Alternative Education Placement (AEP) (suspension not to exceed 10 school days)
- Referral for counseling services regarding substance abuse assessment
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator, with report and contact made to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Repeated violations shall result in a more severe response and/or referral to Level IV.
4. Administrator determines whether the student engaged in Level III misconduct that is serious in nature that warrants a referral for an In Lieu of Expulsion (AEP). If administrator determines that the student engaged in a serious offense then administrator contacts central office administration to start referral process. When the student is recommended for an AEP, the parent shall be given a letter stating the reasons for the placement. In determining the length of the placement, the administrator shall consider such factors as seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct on the school environment, state law requirements for certain disciplinary consequences, and whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment.
5. Administrator meets with parent or guardian to review AEP and student behavior improvement contract.
6. Within five days of AEP placement meeting, the parent/guardian must request a meeting to appeal decision, in writing, with the superintendent or the decision shall be final.
7. A Level III appeal may be made to the superintendent, appeal must be in writing.

Parent/Guardian will receive decision of superintendent within three business days of receiving the appeal. The decision of the superintendent is final regarding Level III appeals.

Special Education students may not be placed in an alternate educational placement unless the IEP Committee determines that it is educationally appropriate and that the student has engaged in conduct for which referral to an alternate educational placement is authorized.

School administration will review student progress to determine student placement following completion of AEP. After assessing the student's progress, those in attendance may decide that the student (1) remain in the AEP; (2) may return to the campus.

Level IV: Required Alternative Education Placement or Recommendation for In Lieu of Expulsion and/or Expulsion for Serious Offenses

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school or that most seriously disrupt the orderly educational process in the classroom and/or the school. Students may be expelled for any violation listed under this section. Expulsion may occur if the Level IV act of misbehavior occurs on school property or at a school-sponsored or school related activity on or off of school property.

Students receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

Level IV Acts of Misconduct Include the Following Acts That May Result in Required Alternative Education Placement or Recommendation for Expulsion:

1. **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.
2. **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. **Possession with intent to distribute.** Possession of a specified amount of a

controlled substance as identified in Iowa Code Chapter 124. The District shall rely on the School Resource Officers or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.

5. **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
6. **Assault of Staff Member resulting in bodily injury.** Engaging in an assault as defined under Level III.
7. **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.
8. **Habitual Disruptive Behavior.** Continued serious and persistent violations of Level III offenses.

Expulsion Procedures: Referral to administrator, with report and contact made to the parent

1. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
2. The administrator determines misconduct.
3. Administrator determines whether the student engaged in Level IV misconduct that is serious in nature that warrants a recommendation for expulsion. If administrator determines that the student engaged in violation of a Level IV offense, then administrator contacts district administration and general counsel to start the expulsion referral process. When the student is recommended for expulsion, the student and his or her parent/guardian shall be given the packet of information that contains the supporting documentation as to why the administration is recommending the student be expelled.
4. Parent/Guardian will receive the packet of information at least 48 hours prior to expulsion hearing date.
5. A panel comprised of at least three members of the Board of Directors shall make the determination whether or not to expel a student from school.
6. The panel of Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school.
7. The student and his or her parent/guardian will be notified of the time and place of the hearing through communication.
8. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
9. At the hearing, an administrator will present the information to the Board that supports the administration's recommendation for expulsion
10. The student's family or representative will have a chance to provide information

that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the District.

11. After the panel of the Board of Directors receives information on behalf of the District administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
12. The student and his or her family will be notified of the decision in a timely manner.
13. If the Board acts to deny the expulsion, the student will be placed back in school by district administration.
14. If the Board acts to expel the student, the student will be excluded from the District's educational services and from District property for a specified period of time. There will also be conditions of reinstatement which must be met by the student.
15. At the conclusion of the expulsion period, school administration will meet with the student and his or her family to ensure the conditions of reinstatement have been met and for the administration to determine appropriate school placement.
16. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education.

Backpacks, Bags, Purses

Students are not permitted to carry backpacks, bags, purses, etc. during the school day unless granted special permission by administration. These items must be stored safely in the student lockers.

Computers and Technology

Policy on Acceptable Student Use of Technology:

In making decisions regarding student access to the Internet, the Carlisle Community School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Carlisle Community School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior

on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- b. to transmit obscene, abusive, sexually explicit, or threatening language
- c. to violate any local, state, or federal statute
- d. to vandalize, damage, or disable the property of another individual or organization
- e. to access another individual's materials, information, or files without permission
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Carlisle Community School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Carlisle Community School District shall be provided with the following information:

- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the

District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Carlisle Community School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

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 does not disrupt the school or educational environment. Students are prohibited from wearing:

- 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 does not disrupt the school or educational environment. Students are prohibited from wearing:
- --Clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco;
- --Shoes with cleats except for outdoor athletic practices, bare feet, shoes with wheels, bedroom slippers.
- --Clothing displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making reference to prohibited conduct or similar displays or that creates a disruptive educational environment.
- --Clothing that exposes a midriff or cleavage, underwear, or pants lower on the waist that exposes bare skin.
- --Shorts should be mid-thigh or longer.
- --Sunglasses, hats, bandanas, jackets, and coats are generally not permitted to be worn in the building.
- --Clothes or accessories deemed to be a safety issue like excessive baggy pants, chains, long earrings, or dog collars.
- --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 or designee makes the final determination of the appropriateness of

the student's appearance. Students inappropriately dressed are required to change their clothing or parents will be notified and the student will be sent home. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or parents will be notified and the student will be sent home.

Search and Seizure

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

ELIGIBILITY/GOOD CONDUCT POLICY

ACADEMIC ELIGIBILITY – Scholarship Rule for Athletics, Cheerleading and Dance

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. *They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.*

To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. *No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.*

- (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- (3) The contestant's 30 days will begin once all school and state required paperwork is completed and turned in to the activities office and the contestant is attending practices as required. All other team attendance rules must be

adhered to during the period of ineligibility. The contestant must finish the season in good standing for the academic ineligibility to be served.

- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the students individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for the students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. (This is NOT a substantive change; it clarifies the "college squad" rule.)
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Other key changes:

281-36.1(280), definition of "compete" added to definitions:

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

281-36.15(1) amended to add the following sentence:

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

ACADEMIC ELIGIBILITY – Fine Arts:

All eligibility requirements stated above in the Scholarship Rules for Athletes apply in addition to the information below.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA/IHSSA or any IHSMA/IHSSA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive **calendar** days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Academic Monitoring

In an effort to communicate student progress, grades will be posted and updated on the Infinite Campus Portal.

Report cards will be sent at the end of each semester. The grade received at the end of each semester is recorded on the student's permanent transcript.

Students in grades nine (9) through twelve (12) will be informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for each year, the parents will be informed.

Grading Scale

(Percentages do not round up)

A	100-93	4.00	B-	82-80	2.67	D	66-63	1.00
A-	92-90	3.67	C+	79-77	2.33	D-	62-60	0.67
B+	89-87	3.33	C	76-73	2.00	F	59 and below	0.00
B	86-83	3.00	C-	72-70	1.67			
			D+	69-67	1.33			

Activity Participation

Students must be in attendance by 11:30 a.m. in order to participate or practice in any extracurricular activity unless previous arrangements have been made with building principal.

Good Conduct Violations

The objective of the Good Conduct Rule is to establish and provide for the enforcement of

specific standards for all students attending Carlisle High School who are involved in extra-curricular and/or co-curricular activities. It is the philosophy of Carlisle Community Schools that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year, both during the regular school year as well as all vacation periods.

This rule shall govern the following activities: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, Student Council, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is observed by a staff member or a law enforcement official, the student admits the violation, or the violation is supported by substantial evidence. This investigation shall not be limited by any formal rules of evidence or procedure.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- ITEM 1. possession, use, or purchase of tobacco products, regardless of the student's age;
- ITEM 2. possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]);
- ITEM 3. possession, use, purchase, or attempted sale/purchase of illegal drugs or simulated substances, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- ITEM 4. 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);
- ITEM 5. exceedingly inappropriate or offensive conduct such as assaulting staff or students, misuse of technology, phone, or computer, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. This could include group conduct.

I. Penalties:

Any student involved in activities who, after a meeting with the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

A. Athletics:

1. First Offense within the Student's High School Career

The student will be suspended from 25% of the competitions in the current extra-curricular activity season (including any post season competition) or no fewer than three events. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student **MUST** attend all practices or rehearsals but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a first offense from a loss of eligibility of 25% of the competitions in an activity season to 15% of the competitions in an activity season or no fewer than two events.

2. Second Offense within the Student's High School Career

The student will be suspended from 100% of the competitions in the current extra-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student **MUST** attend all practices or rehearsals but may not "suit up" nor perform/ participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a second offense from a loss of eligibility of 100% of the competitions in an activity season to 50% of the competitions in an activity season or no fewer than five events.

3. Third Offense within the Student's High School Career

The student will be suspended from competition in all extra-curricular activities for one year (including any post season competition), effective immediately. An

ineligible student shall have the option at the discretion of coach/sponsor and Activities Director of attending all practices or rehearsals but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a third offense from a loss of eligibility of 1 year to 100% of the competitions in an activity season. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved.

4. Fourth Offense within the Student's High School Career

The student will be suspended from competition in all extra-curricular or co-curricular activities for the remainder of his/her high school career.

B. Fine Arts:

1. First Offense within the Student's High School Career

The student will be ineligible for one major fine arts activity.

2. Second Offense within the Student's High School Career

The student will be ineligible for two major fine arts activities.

3. Third Offense within the Student's High School Career

The student will be suspended from all major fine arts activities for one year, effective immediately.

C. Non-Athletics:

A student will be declared ineligible to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the Administration.

II. Penalty Considerations for All Good Conduct Violations:

- A. The period of ineligibility begins immediately upon a finding of a violation, if the student is eligible for and currently engaged in an extracurricular activity. If the period of ineligibility is not completed during the current activity or if the student is not currently engaged in an extracurricular activity, the period of ineligibility will begin when the student seeks to go out for the next activity or contest.
- B. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- C. The number of competitions the student will miss as a result of the loss of eligibility will be determined by computing the percentage based on the offense (round up)

of the regular season schedule. Clarification of what makes up the regular season will be determined prior to the beginning of the school year by the Administration and the coach or activity leader.

- D. If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the student's misconduct or violation in the previous district.
- E. Infraction of the Good Conduct Policy will result in a period of ineligibility from any student and/or faculty elected position(s) for the remainder of the school year. (Student will become eligible for elections, if elections for the next year occur during ineligibility period.) If the violation occurs in the summer, the period of ineligibility begins the first day of the next school year.
- F. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- G. If it has been at least two calendar years since a finding of a violation, the offense number may be reduced by one level (i.e. second offense to first offense).

III. Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, loss of academic eligibility, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

IV. Determination and Appeal Process:

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, given the information which supports the allegations, and will be given an opportunity to respond. Upon review of all evidence and circumstances, the Principal or his/her designee will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal or his/her designee determines that the student has violated the Good Conduct Rule, the Principal or his/her designee will then determine a period of ineligibility based on the before-mentioned guidelines.

The penalty will remain in effect during the entire appeal process. Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal or his/her designee and the student. At that time, the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal's or his/her designee's decision will be in effect and be considered final.
2. If the student or parent(s) wish to appeal the Principal or his/her designee's

decision, they must do so in writing to the Superintendent within three (3) business days of the receipt of the Principal's or his/her designee's decision. Any student who is ruled ineligible prior to the appeal will remain ineligible until the appeal process is completed. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), and the Principal. The decision of the Superintendent shall be made within fourteen (14) business days following the date on which the appeal was received.

3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The review shall be held by the Board at the earliest feasible opportunity; however, a special meeting of the board need not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Legal References:

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972)

In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).

Iowa Code §§280.13, .13A (1989).

281 Iowa Admin. Code 11.5(2).

281 Iowa Admin. Code 12.3(8)

Cross Reference:

- | | |
|-----|-------------------------------------|
| 501 | Student Attendance |
| 502 | Student Rights and Responsibilities |
| 503 | Student Discipline |
| 504 | Student Activities |
| 507 | Student Health and Well-Being |

Voluntarily Seeking Assistance

Information received from students and/or parents who voluntarily seek help from school authorities concerning a student's use of controlled substance before being found to be using or possessing such substances by school or law enforcement officials will be maintained in confidence.

A student will be excused from an activity during the time in which a student is in a program. If appropriate, the principal or designee has the authority to waive any further penalty under this policy or will determine the appropriate penalty and any ensuing period of ineligibility in accordance with the aforementioned guidelines following successful completion of the formal program.

The determination that the student has satisfactorily participated in the activity is the

responsibility of the principal or designee; however, this does not provide immunity for disciplinary action should a student continue to use, possess, or distribute controlled substances as provided here.

Clearing Record of Violations

A student, after completing the 8th grade school year and/or 8th grade competition, will have his/her record concerning violations of this policy cleared, unless the penalty for subsequent violations has not been completed.

If this case occurs, the student would have a cleared record from the 8th grade year when the participation prerequisite and designated weeks of ineligibility have been met for the violation(s) which occurred during the 8th grade participation only.

For 9th-12th grades, a student will have his/her record concerning a policy violation cleared one (1) calendar year from the date of the last violation.

If, however, a penalty for a subsequent violation(s) has not been completed through the participation prerequisites within this one (1) year time span, the designated percentage of ineligibility will extend beyond until such penalty has been completed. At this time, the student's record will be cleared.

Notification and Appeals Process

STUDENTS WILL NOT BE ELIGIBLE TO PARTICIPATE DURING THE APPEAL PROCESS.

Whenever a student is adjudged to be in violation of this policy, the following procedure will be set in motion:

- Certified letter or a telephone call shall notify the student and the student's parent(s) or guardian. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated.
- The parent(s) or guardian will be invited for a conference regarding the situation of their student.
- The student or the student's parent(s) or guardian has the right to appeal the decision.
- This appeal must be filed, in writing, with the superintendent within three (3) school days of receipt of the notification letter or of the conference between the principal and/or designee and parent(s) or guardian.
- Upon receipt of the appeal, the superintendent shall review the circumstances and evidence regarding the case.
- The superintendent shall have three (3) school days to render a decision and the student and the student's
- parent(s) or certified letter of that decision shall notify guardian.
- The student or the student's parent(s) or guardian will be given three (3) school days after receipt of the notification letter to file a subsequent appeal, in writing, with the Board of Education.
- The appeal will be heard at the earliest possible opportunity but no later than seven (7) days following the filing of an appeal.

- The appeal will be conducted in closed session, before the Board of Education, with both the student and his/her parent(s) or guardian and legal representative, if desired, and the School District's involved administrative personnel, including the building principal and athletic director or sponsoring staff, and legal representative if desired.
- Any formal action by the Board of Education concerning this case must be taken at an open meeting.

SCHOOL INFORMATION

Equal Educational Opportunity

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, age, religion, sex, disability, sexual orientation, sex identity, socioeconomic status or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, creed, age, sexual orientation, sex identity, socioeconomic status or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

NOTICE OF NONDISCRIMINATION

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

The school district does not discriminate on the basis of race, color, age, national origin, sex, sexual orientation, sex identity, religion, creed, marital status (for programs), socioeconomic status (for programs) or disability in admission or access to, or treatment in, its hiring practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 (2007) is directed to contact the Human Resource Director, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 (2007). The office of the Human Resource Director is located in the Carlisle Administration Office, 430 School Street, Carlisle, IA 50047 or by phone at 515/989-3589.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, color, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, color, national origin, creed, religion, age, marital status, sexual orientation, gender identity, socioeconomic status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the

elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights <http://www.state.ia.us/government/crc/index.html> or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Brandon Eighmy
Administration Office
430 School Street, Carlisle, IA 50047
515/989/3589

Healthy Kids Act

The requirement for graduates to complete a CPR certification course will begin with the graduating class of 2011-2012.

Physical activity timeline – Beginning July 1, 2009, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

Physical activity overview – First, “physical activity” means “*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*” Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

1. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
2. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
3. Non-school gymnastics, dance, team sports, individual sports; or
4. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If a student's parent or guardian files a written statement with the school principal that the

physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

The monitoring process will take place through the Physical Education department and may be done electronically.

Food Brought to School

On December 13, 2010, the Carlisle School Board approved revisions to the district's Wellness Plan. That approval was based on the recommendation of the district's Wellness Committee who spent time researching and discussing the various components of the plan. That plan includes the following statement about food used in celebrations and as snacks and rewards:

"Snacks served during the school day should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The school district will disseminate a list of healthful snack items to teachers and parents. **Foods that come from home for sharing among children must be either whole fruits, vegetables or commercially prepared packaged food in factory sealed containers.** In an effort to support the Healthy Kids Act, we encourage parents, guardians and staff to provide healthy alternates for classroom snacks, rewards and celebrations." Packaging should include nutritional labeling.

Homeless Child or Youth

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of three (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.

Injuries

All injuries occurring during the school day should be reported to the high school office and nurse.

Insurance

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of such insurance or participate in the insurance program selected by the school district.

Students, whether they are or are not participating in intramural or extracurricular athletics, shall have the opportunity to participate in the health and accident insurance plan selected by the school district.

Cost of the insurance plan shall be borne by the student. Participation in the insurance plan is not a contract with the school district, but rather a contract between the insurance company and the student.

Library/Media Center

The mission of the Library Media Program is to ensure that students and staff are effective users of ideas and information by providing access and instruction to various information outlets of print and non-print resources and materials to meet the individual needs of Carlisle students and staff. The hours of the LMC are 7:45-3:45 Monday through Thursday and 7:45-3:30 on Fridays.

Each student is responsible for any items checked out in his/her name. Students may check out up to four (4) books for three weeks. Books may be renewed as long as someone else is not on the waiting list. Reference materials may only be checked out for special circumstances approved by the library, and for a shorter amount of time. Identity such as a license or school ID may be needed to verify student accounts.

There is an overdue fine of \$.05 per day per item. Students are given 5 grace days after the due date to return or renew their books without any penalty. All books must be returned and all fines must be paid by the end of the school year.

The Discipline Policy outlined in the Student Handbook will be followed in the Library Media Center, as well as the basic rules posted in the room. Library use privileges may be revoked due to inappropriate behavior or disregard for library property, rules, and staff. During the school day, the library is a place used primarily for academic purposes and students should plan accordingly when visiting.

The online library catalog and free access to many free databases and websites are available on the library website. The following username and password are needed for database access:

Username: 0981carlh

Password: haea11

Medication (Administration to Students)

We prefer that medications be managed by the parent/guardian at home, if at all possible. If necessary, with proper documentation, prescription and non-prescription medications will be administered during the school hours. ***District requires all prescribed oral medication (pills) be delivered by the parent to the school nurse.*** Any prescription medication brought to the school must be brought to the nurse in the original container provided by the pharmacist. All the following pertinent information must be on the container: student's name, name of medication, dosage, time to be given, special instructions, date and name of physician. Doctor prescribed inhalers may be carried by a student if we have a written note from the doctor and parent on file in the school nurse.

School personnel may give over-the-counter medications if parents/guardians give permission and the medications are sent to school in the container in which they were purchased, labeled with the student's name, name of medication, dosage, time to be given, and special instructions. It is the responsibility of the parents to ensure medications are safely delivered to the school nurse. Students are not to give or allow other students to use or consume their prescribed medication.

Online Access for Parents

Go to www.carlislecsd.org and then click the Infinite Campus Portal link on the right hand side of the screen. Enter Parent Username and password and click sign in.

Options: Attendance Report- This area gives you period attendance for your child.

Report Card- This area shows the latest report card for your student.

Progress Reports - This area allows you to see up to date grades and scores on your child's assignments.

Parent Information- This allows you to update your address and phone information.

Posters and Advertisements

Students may display posters after receiving permission from the sponsor and the principal. Posters must be well done, in good taste and should relate to the school activities. The administration will consider and approve only those posters of coming events, which affect a larger portion of the student body.

Only approved locker signs or postings will be allowed on the outside of lockers using only masking tape or material that will not damage the locker.

Student Records

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives students who are 18 years old **or** parents or guardians if they are not, certain rights regarding their educational records.

The law requires that schools receiving federal funds must:

- Allow the parents or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as psychologist or social worker, which is not shared with anyone but a substitute for that person.
- Give the parents or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
- Obtain written permission from the parents or eligible student before revealing the records to other person.
- Notify parents or eligible students of their rights under this law.

There are some exceptions to the above. School personnel may show or turn over records without permission to:

- Other officials of the school.
- Officials of other schools in which the student seeks or intends to enroll.

- Certain federal, state and local authorities performing functions authorized by law. Individuals or organizations in connection with a student's application for or receiving financial aid.
- Court or law enforcement officials, if the school is given a subpoena or court order.
- Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to your health or safety or that of others.
- Finally, "directory" type information may be released without permission. Directory information is defined in the District as student's and parent's name, address, and telephone number, student's date and place of birth, major field of study, extra or extracurricular activities engaged in, weight and height of members of athletic teams, dates of school attendance, degrees and awards received.

ELIGIBLE STUDENTS AND ALL OTHER STUDENTS' PARENTS HAVE UNTIL OCTOBER 1 TO REQUEST NON-RELEASE OF STUDENT DIRECTORY INFORMATION.

The law also contains other exceptions and conditions. If you have any questions about the Act, you may wish to contact the Family Educational Rights and Privacy Act Office at the address listed. This office will also respond to official complaints; however, you should first take all possible steps to enforce your rights by dealing with the school directly.

Family Policy Compliance Office
U. S. Department of Education
Room 3017 - F. B. – 6
400 Maryland Avenue SW
Washington, D. C. 20202-4605

Visitors to School District Facilities

All visitors must report to the office to sign in and secure a visitor identification badge. Students are allowed to bring visitors into the school during their lunch period with prior approval from administration. This is limited to one guest per quarter.

ANNUAL NOTICE OF NONDISCRIMINATION The Carlisle Community School District offers career and technical programs in the following areas of study: General Business Construction Technology Marketing CADD Family Consumer Science

It is the policy of the Carlisle Community School District not to discriminate on the basis of race, color, age (for employment), sex, religion, national origin, creed, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs) and disability in its educational programs and 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:

Brandon Eighmy, Director of Human Resources and School Services Carlisle School Administrative Office [430 School Street Carlisle, IA 50047](mailto:430_School_Street_Carlisle,IA_50047) Phone: [515-989-3589](tel:515-989-3589) Email: brandon.eighmy@carlislecsd.org

GRIEVANCE PROCEDURE Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, color, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, color, national origin, creed, religion, age, marital status, sexual orientation, gender identity, socioeconomic status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights <http://www.state.ia.us/government/crc/index.html> or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is: Dr. Brandon Eighmy, Director of Human Resources and School Services Administration Office | 430 School Street, Carlisle, IA 50047 (515) 989-3589 | brandon.eighmy@carlislecsd.org