**CAM**

**Middle School**

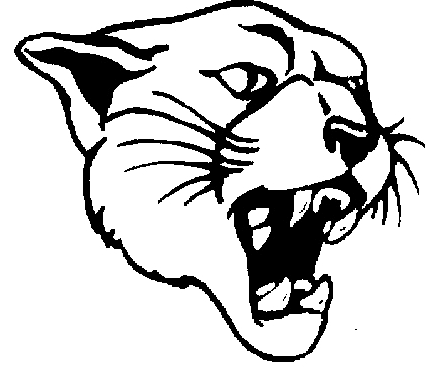
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2017-2018

Parent-Student

Handbook

**"LEARN & SUCCEED"**

CAM COUGARS

Dear CAM Middle School Parents:

It is a pleasure to welcome you to the CAM Middle School and the 2017-2018 school year. The CAM Staff is excited about the opportunity to partner with you in our efforts to provide the best education possible for our students. We encourage you to become a part of the education process and look forward to establishing a link between school, home, and community.

The Information provided in the handbook is to help you to better understand our expectations, rules, policies, and procedures. It is critical for schools, families, and the community to work together in the education of our students.

Please contact the office(s) should you have any questions or concerns.

**CAM Middle School- 712-779-2212**

Larry Hunt

CAM PK-8 Principal

FORWARD

The purpose of the handbook is to help the parents and students understand many of the basic day-to-day routines of the middle school. It is also hoped the handbook will provide general information to help new students feel very comfortable in our school system.

The handbook has been written to follow the policies of the CAM Board of Education.

It is hoped each parent and student will read through the CAM Middle School Handbook to continue to provide a good working relationship between the school, parents, and children. Working together to achieve the best education possible for the students is our common goal.

**SCHOOL SAFETY**

In an attempt to make the CAM School District a safe environment for students and staff all doors will be locked at 8:45 a.m. All visitors must report to the main door of each building. Buildings are equipped with cameras and intercom to request admittance to the building from the office personnel. All buildings have security cameras in hallways.

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CAM MIDDLE SCHOOL STAFF 2017-2018

Mrs. Finley Special Education

Ms. Booker Science

Ms. Dilts Math, Science

Mr. Hodges Physical Education, At-Risk, Middle School A. D., Coach

Guidance

Mrs. Sharar Art

Mr. Miller Vocational Agriculture, Technology

Mrs. Nichols Vocal Music

Mrs. Rasmussen TAG, Exploratory FCS

Mrs. Scar English

Mrs. Schoning Reading, Coach

Mr. Sexton Social Studies, Coach

Mr. Upmeyer Instrumental Music

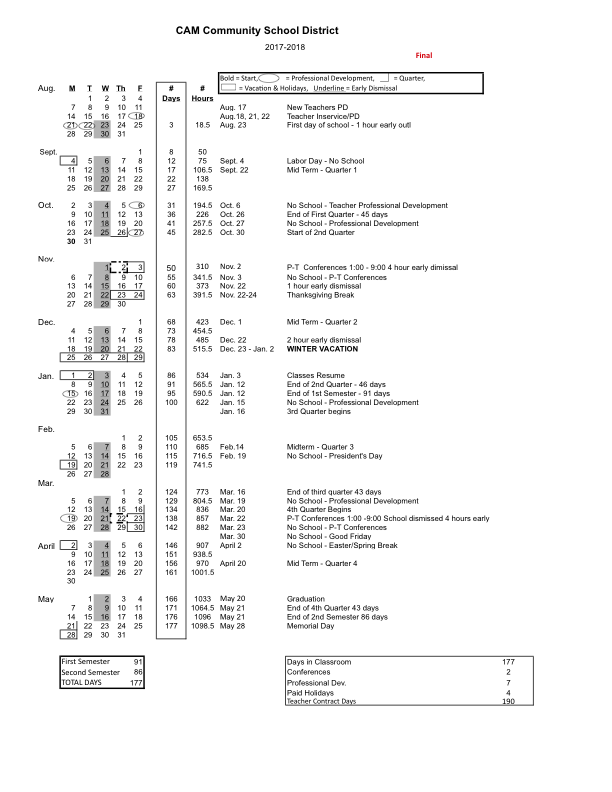
Mr. Warntjes Industrial Arts

Mr, Bower K-12 Tag

**SCHOOL STAFF**

**All bus drivers, custodians, cooks, secretaries, aides, and substitute teachers are to receive the same respect given to teachers. Any evidence of disrespect to any member of the staff is subject to disciplinary action.**

**Every member of the class will do all he/she can to help in the absence of the regular teacher.**

CALENDAR

CAM COMMUNITY SCHOOL DISTRICT MISSION

**“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever changing society.”**

CAM STUDENT LEARNING GOALS

1. **Each student of the CAM Community School District will demonstrate improved proficiency in reading comprehension.**
2. **Students of the CAM Community School District will demonstrate skills in science necessary to enter into individual student’s career pathway.**
3. **Each student of the CAM Community School District will develop skills necessary to be a respectful, responsible, contributing citizen of his or her community.**
4. **Each student of the CAM Community School District will become more proficient in 21st Century Skills necessary for success in his or her tomorrow’s world.**

IOWA ASSESSMENTS

Iowa Assessments are given in the spring to grades 6-8. Students will be given notices of the exact dates. For best results, students should get plenty of sleep and be encouraged to do their best.

CAM MIDDLE SCHOOL BELL SCHEDULE

**M-T-Th-F**

Homeroom- 8:30-8:40

Period 1 8:43-9:23

Period 2 9:26-10:06

Period 3 10:09-10:49

Period 4 10:52-11:52

Period 5 11:55-12:35

Period 6 12:38-1:18

Period 7 1:21-2:01

Period 8 2:04-2:44

Period 9 2:47-3:27

Lunches

First Lunch 10:52-11:12

Second Lunch 11:32-11:52

Third Lunch 12:10-12:30

**Wednesday (1 hour early out schedule)**

Homeroom- 8:30-8:40

Period 1 8:43-9:23

Period 2 9:26-10:06

Period 3 10:09-10:49

Period 4 10:52-11:52

Period 5 11:55-12:25

Period 6 12:28-12:57

Period 7 1:00-1:29

Period 8 1:32-2:00

Period 9 2:03-2:30

Lunches

First Lunch 10:52-11:12

Second Lunch 11:32-11:52

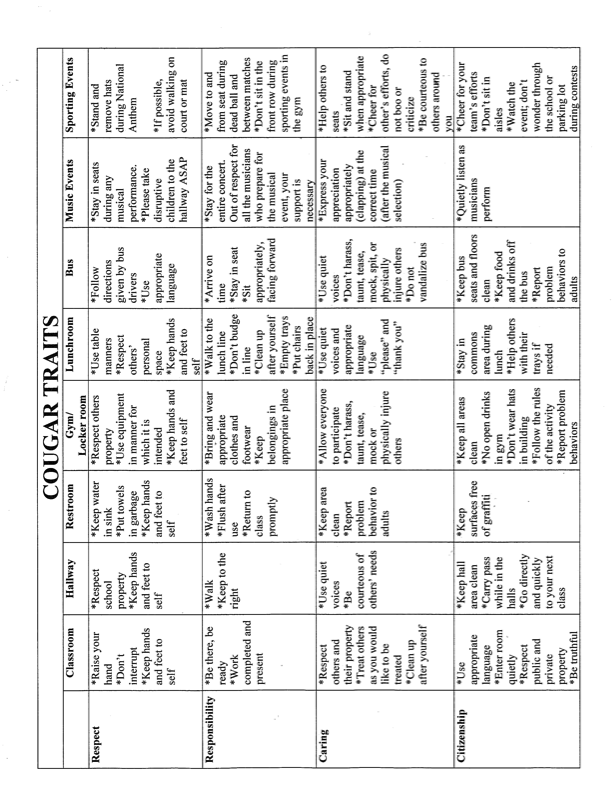
Third Lunch 12:10-12:30

STUDENT CONDUCT and the COUGAR TRAITS

The students attending CAM schools are expected to follow the four Cougar Traits: Respect, Responsibility, Citizenship, and Caring.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of others students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.



ANNOUNCEMENTS

Announcements will be distributed to teachers at the middle school during first period. Teachers will read the announcements to students at the middle school during first period. It is the student's responsibility to be aware of the information contained in the daily announcements. Student announcements must have a teacher or sponsor approval by initialing or signing. All announcements must be written down on the note pad in the office before 8:45 a.m. if they are to be read for that day. Students may place materials or notices on bulletin boards with permission of the principal.

ATTENDANCE/TARDIES

CAM students are expected to attend classes regularly and punctually in order to receive the maximum benefits from the school's instructional program; to develop habits of punctuality, self-discipline, and responsibility; and to assist in keeping disruption of the educational program to a minimum. Just as an employer expects an employee to be present during working hours, the Board of Education, Administration, and instructors expect students to attend school regularly. School attendance is the responsibility of the student and the parents and establishes for the students a good foundation for learning as well as developing a pattern for life. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

STUDENT AND PARENT RESPONSIBLITY (Attendance)

It is the duty of the parent(s) or guardian(s) to make sure their child or children attend school as called for by state law: from age five (5) to age sixteen (16). Once the school year begins and a student's sixteenth birthday occurs, that student must complete that school year.

Excused Absences. Students who miss a school day or a portion of a day for any of the following reasons shall be considered to have an excused absence, provided that the student, upon returning to school, submits to the building principal or his/her designee a note from home, signed by the parent or guardian, or a doctor's or dentist's written statement, stating the reasons for absence from school. Parents may also call the school.

1. Illness or injury of the student;

2. Death or serious illness in student's family;

3. Medical, dental, or optical appointments that cannot be made after school or on weekends;

4. Family vacation, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;

5. Work for parents or employer in cases of emergency only (up to 5 days a year could be excused by the administration).

6. Other verified emergency;

7. School-sponsored trips and activities or any other reason which can be justified from an educational standpoint, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;

8. To attend religious services or to receive religious instruction provided advance notice was given to the building principal or his/her designee

9. Suspension or removal from class.

10. Approved college visits (2 per school year allowed)

**It is the responsibility of the parents or guardians to telephone the CAM Schools office on or before the day of an absence.**

Unexcused Absence. If a student misses a school day, or a portion of a school day, for any reason, which is not specified in Board Policy, or if a student does not provide written verification of an excused absenceas required in Board Policy, the absence shall be considered to be an unexcused absence in each class missed. Any student leaving the school during the school day without permission from the office shall also be considered to have an unexcused absence. Three unexcused tardies to a class will be considered an unexcused absence. Students with three unexcused absences from a class **may be** dropped from that class for the remainder of the semester.

Make-up Work. Any student not completing work to the satisfaction of the teacher, and/or not completing work within the time limits, shall receive a failing grade for the portion of the work deemed not satisfactory or not timely. All makeup work assigned to a suspended student will be due upon reentry. Make-up work time allotment for extended illness will be handled on an individual basis. Students with unexcused absences will not be allowed to make up work.

Notice of Absences. If the school is not aware of the reason for absences, a written notice shall be sent to the parent or guardian after the student has been absent five school days stating the number and the dates of absences.

Appeals. In the event that a student and his/her parent or guardian disagree with the classification of an absence as "excused" or "unexcused", or disagree with an action taken pursuant to this policy, the student or his/her parent or guardian should contact the teacher or building principal for clarification. In the event this does not resolve the matter, the student or his/her parent or guardian must file a written request for review of the decision with the principal within five (5) school days of the disputed action, stating the reasons for the requested review. At a mutually agreeable time, the building principal or his/her designee shall meet with the student and/or his/her parent or guardian and any teacher involved in the matter. The principal shall respond in writing within five (5) school days of the meeting. In the event this does not resolve the matter, the student or his/her parent or guardian or the teacher shall file a written request for review of the decision with the superintendent of schools within seven (7) days of the mailing or personal delivery of the principal's response. At a mutually agreeable time, the superintendent or his/her designee shall meet the student and/or his/her parent or guardian and/or the teacher involved in the matter. The superintendent shall respond in writing within five (5) school days of the meeting.

Unexcused Tardies. An unexcused tardy is defined as entering the classroom after the bell has rung and does not have a pass or admit stating the tardy is excused. Three unexcused tardies will result in a detention. Further offenses will be assigned Saturday detentions.

Sanctions. Students receiving unexcused absences or unexcused tardies may be subject to disciplinary action, or referral to other agencies. In the event a student is recommended for disciplinary action due to unexcused absences, the provision of board policy shall apply.

CAM MIDDLE SCHOOL CAMPUS

A closed campus will be observed at CAM Middle School. Students leaving the campus without school permission and properly signing out will be subject to disciplinary action. If a student wishes to leave the building for any reason, they should check with the office. Do not request to go up town to run errands that could be done outside school hours. A written note from the parent or guardian requesting to leave is required. Requests will be considered on an individual basis and may or may not be granted.

SCHOOL CANCELLATIONS AND NOTIFICATIONS

If school is to be closed due to weather or mechanical problems, announcements will be made on stations KMA 960 Shenandoah, KJAN 1220 and KSOM 96.5 Atlantic.

A message will be sent to all parents and guardians using our JMC notification service. (To be included in the JMC notification service, phone numbers, and emails need to be provided to the school.)

Cancellation of all extracurricular activities, events, practices, rehearsals, meetings, and competition will be determined by the school administration. Compulsory attendance will not be required by any student. Distance to be traveled, location of the event, time of the event, weather forecast, means of transportation, and numbers involved will be considered when making the above decisions.

HEALTH SERVICES

Student Personnel/Injury or Illness at School

Students who become ill or are injured at school will be given available first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to the disposal of the case. When the parent has no telephone or cannot be reached, the school staff may transport child home, to the hospital, or to a doctor’s office.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.

The Board assumes no responsibility for medical treatment of students. It shall be the policy of the District that no medications shall be taken by or administered to students at school except under the following conditions:

a. Written authorization of the parent or guardian shall be on file in the principal's office. For prescription medications, written authorization from a physician for the District to administer prescription medications shall also be on file in the principal's office. The pharmacy labeled bottle may serve in lieu of the doctor's signature.

b. Only nurses or employees who have completed training in medication administration shall administer the medication.

c. All medication shall be administered in the office when possible. No medication is to be kept by the students in their desks, lockers, or on their persons.

d. Prescribed medications shall be stored in the office area in a secured place in their original containers with a detailed label or authorization form clearly showing the student's name, date prescribed, name of the medication, dosage, times for administration, expiration date, prescribing physician, any special storage or administration procedures and any anticipated reactions. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

e. Nonprescription medications shall also be stored in the office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the student's name, name of the medication and the dosage. Telephone authorization will serve as permission, but must be confirmed by a written authorization within two school days. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

f. Acute cases, such as asthma, diabetes and seizures will be handled individually.

g. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of the administration and any reactions.

COMMUNICABLE DISEASES

Students with contagious disease are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry, if so designated by the building principal or by the superintendent.

Students will be checked for head lice from time to time to control this contagious disease.

Sickness and Emergency Illness

If students become sick at school, the parents will be contacted. If the parents are unavailable, the emergency number will be called to gain information. (Please be sure your emergency contact is updated, if necessary, and be sure the emergency party knows he/she may be contacted.)

**Students who have been sent home because of a fever or vomiting Must be free of symptoms for 24 hours prior to returning to school.**

If a student is injured at school, the parents will be notified. If the parents are unavailable, the emergency number will be called. If emergency medical attention is needed, the student will be transported to the proper medical facility to gain care.

**RULES AND REGULATIONS OF THE IOWA STATE DEPARTMENT OF HEALTH PERTAINING TO THE CONTROL OF COMMUNICABLE DISEASES IN SCHOOL**

DISEASE INCUBATION PERIOD SYMPTOMS MINIMUM ISOLATION

Chicken Pox 13-17 Days Mild symptoms & fever, 7 days from onset of

pocks blistery, have pocks

scabs

Conjunctivitis Undetermined Return when under

Dr's. care

Head Lice 7 days for eggs Lice & nits (eggs) in hair

(Pediculosis) to hatch

Measles (Red) 10 days to fever Begins like cold, fever, Until rash is gone

(Rubeola) 13-15 to rash blotchy red rash

Impetigo 4-10 Days Inflamed sores, with pus Return when under

Drs. treatment

Measles (German) 14-21 Days Usually mild, enlarged Until rash is gone.

(Rubella) glands in neck & behind Keep away from

ears, brief rash pregnant women

Mumps 12-26 Days Fever, swelling & Until swelling is gone

tenderness of glands at (Approx. 9 days)

angle of jaw

Ringworm 10-14 Days Scaly patch, usually ring Return when under

shaped on scalp Drs. treatment

Scabies 3 days-3 weeks Tiny burrows in skin Return when under

caused by mites Drs. treatment

Scarlet Fever 1-3 Days Sudden onset, vomiting, Until rash is gone,

sore throat, fever, later 24 hours after

fine rash (not on face) antibiotics

Whooping Cough 7-10 Days Head cold, slight fever, Until readmitted by

cough characteristic Dr.

whoop after about 2 weeks

Polimyelitis 7-12 Days Fever, vomiting, headache, Until readmitted by

stiff neck Dr.

Meningitis 2-10 Days Headache, nausea, pain in Until readmitted by

(meningococcus) back, stiff neck, fever Dr.

Small Pox 7-16 Days Headache, fever, backache, Until readmitted by

blister like outbreak Dr.

Diptheria 2-5 Days Sore throat, greyish Until readmitted by

membrane in throat (a Dr.

serious illness)

Infectious Hepatitis Variable 15-20 Headache, abdominal pains, Until readmitted by

(avg. 25 days) nausea, vomiting. Usually Dr.

fever, skin & eyes may or

may not turn yellow

LAPTOP ACCEPTABLE USE

The Apple Mac Book and any accessories that have been issued to each student are the property of the CAM Community School District. This computer is on loan to the student and must be used in accordance with the following policies:

**Laptop Computer Security Policy**

* During the school day, students must have laptops with them or stored in their school locker/designated storage area. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the principal or technology coordinator.
* When students take laptops home, a sleeve will be issued and students will be responsible for charging the laptop at home.
* Laptops should not be taken on school sponsored activity trips unless faculty/sponsors have given approval to do so.
* Students are not to deface their MacBook or accessories in any way, for example, with stickers, whiteout, markers, etc.
* Students are not to remove, deface, or alter the identifying stickers (bar codes) in any way.

APPROPRIATE USE OF TECHNOLOGY

**Internet Opportunity and Expectations:**

The CAM Schools are pleased to be able to offer Internet access to students and staff. This worldwide network of interconnected computer networks offers nearly instantaneous access to vast amounts of information. Up-to-the-minute information on topics as varied as weather, news, politics, scientific experiments, etc. is at our fingertips. Since this is an unregulated, constantly changing source of information, it is impossible for a school to totally control the types of information that are accessible.

While “stumbling into” sites with material inappropriate for the educational setting is not a great problem, those sites certainly do exist and are easy to find. Before access is given to an individual student, they and their parent(s)/guardian(s) must have read the District’s use policy and have signed and returned the consent form. Any student who has not obtained parental permission, or has lost the privileges, will only use the Internet as a research tool for curricular work under the direct supervision of the classroom teacher.

As partners in the education of your children, instructors will provide guidance and instruction on appropriate use of the Internet as well as other media and material that will hopefully reinforce the learning process. There is not a guarantee of accuracy of information found on the Internet. As appropriate, instruction will also be given on determination of fact vs. opinion verification of information.

**Acceptable Network Use and Etiquette:**

First priority on any computer in the CAM Schools will always be given to use directly required for the completion of a classroom assignment.

Copyright and license agreements must be obeyed. No text, data, or software may be obtained in a manner that is in violation of any local, state, or federal law. Material that is legally obtained shall be properly credited when used.

Web sites containing material not suitable for and educational setting shall not be accessed. These include but are not limited to those with explicit sexual language or images, those advocating or advertising alcohol or illegal drugs, or any other site with material inconsistent district goals and/or policy.

Subscription to any service or purchase of any goods will not be made without both district and parental/guardian permission, and cost will be the responsibility of the student. This will be strongly discouraged and approved only if it is the only satisfactory way to make the purchase.

Chat sessions will not be engaged in without instructor supervision.

Students will not publish material without both district and parental/guardian permission, and generally publication and identification of pictures of individual(s) will be discouraged without prior approval.

Email will be permitted as part of an educational project. Messages must always be signed and contain no vulgar or abusive language. Mail sent via Internet is not guaranteed to be private. Students will not be assigned individual mail accounts. The district is not responsible for information lost in electronic correspondence.

No list serves or mail lists may be subscribed to without district and parental/guardian approval. No software may be downloaded to any machine, unless requested by an instructor and approved by the district.

Violation or any of the above provisions, as well as any other inappropriate use of a school computer, will result in the loss of Internet privileges as well as any appropriate district disciplinary and legal action. Verbal notification will be given to the student as well as written notification to the parent/guardian of any loss on Internet privileges.

**First offense:** Loss of privileges for one semester.

**Second offense:** Loss of privileges for at least one calendar year.

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**INTERNET and ACCEPTABLE USE PERMISSION FORM**

I/We have read the CAM Community School District’s terms of the acceptable use policy for access to Internet. We will attempt to actively participate with the district in appropriate use of its educational opportunities. We will not hold the district responsible for any unacceptable or illegal use. We understand that any violation of policy will result in appropriate actions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

COMPUTER LOAN AGREEMENT

The student shall receive an Apple Mac book computer, charger, battery, and carrying case that are in good working order. It is the Borrower’s responsibility to care for the equipment and ensure that it is retained in a safe environment.

The equipment is, and at all times, the property of the CAM Community School District,

Anita IA, and is herewith lent to the student for educational purposes only for the 2017-2018 Academic School Year. Student may not deface or destroy this property in any way. Inappropriate use of the computer may result in the student losing his/her right to use the computer. Equipment will be returned to the school when requested by the CAM Community School District.

District property may be used by the Borrower for non-commercial purposes only, in accordance with the District’s policies and rules, the CAM Community School Code of Conduct, as well as local, state, and federal statutes.

The Borrower may not install or use any software other than software owned or approved by the District and made available to the Borrower in accordance with this receipt and agreement. The Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from the Borrower’s data storage medium and the Borrower agrees to use their best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

The Borrower acknowledges and agrees that Borrower’s use of the District Property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the District property and to return all property in good condition and repair upon request by CAM Community School District.

**Computer Loan Agreement**

I/We have read the CAM Community School District’s terms of the Computer Loan Agreement. We will attempt to actively participate with the District in appropriate use of its educational opportunities. We will not hold the District responsible for any unacceptable or illegal use. We understand that any violation of policy will result in appropriate actions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

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SCHOOL WEBSITE AND PUBLICATIONS RELEASE FORM

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for photographs of my students listed below to be posted on the school website, newspapers, and other publications as deemed appropriate by the CAM Community School District.

\_\_\_\_\_\_\_I do not wish for photographs of my students to be posted.

Students Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

LIBRARY

1. The library will be a quiet place for study, research, computer use, and reading.

2. Books from the general collection may be checked out and renewed, if necessary. Books needed for required reading in English classes may be checked out for one quarter. Research material checked out for term papers will be due on the same date as the paper. Reference materials and magazines are to be used in the library. These materials may be taken to a classroom for one class period with permission from the librarian.

3. Appropriate behavior will be expected at all times.

4. Students will need a pass to enter the library from a class.

Students with overdue materials will not be allowed to check out more library materials until the overdue materials are returned, renewed, or paid for if lost. When materials become more that two weeks overdue and the student has been notified, the student will not be allowed to use the library until the overdue materials are returned, renewed, or paid for if lost.

LOST AND FOUND

Any lost or found articles should be taken immediately to the office. Students finding lost articles are asked to take them to the office. If a valuable article is lost, a notice may be put in the daily announcements.

LUNCH ACCOUNT BALANCES

Students will receive notice when their account is overdrawn. If the account reaches a negative balance of $50, the student will not be allowed to charge any more hot lunches until funding is in his/her account.  **Students with a deficiency in their lunch account will not be allowed to receive seconds.**

**Lunch Money Deposits**

Lunch money must be deposited in lunch accounts before 8:30 a.m. in order to get credit for that day's lunch.

LUNCHROOM BEHAVIOR

Behavior in the lunchroom will be closely supervised. Students should conduct themselves in an orderly fashion while standing in a line waiting to receive their lunch. Students are expected to clean up after themselves; each group at a table is responsible for their clean up. Following lunch, students are to return their tray to the dish washing area and return to their seats until the bell rings. Out of respect for other classes, students are not allowed in the hallways. Students are responsible for pushing their own chairs in when leaving the lunchroom.

Breakfast Schedules: Middle School 8:00 a.m.- 8:10 a.m. 8:30 a.m. -8:40 a.m.

LOCKERS

All students in grades 6-12 have been assigned a hall locker. During the school day when lockers are not in use each student is responsible for keeping his/her locker shut. **Lockers will have locks if requested**. It is highly recommended that students put locks on their lockers. It is the student's responsibility to keep his/her combination from becoming known by other students. Lockers are held in joint occupancy of the student and the school with both parties possessing equal rights to access.

All desks and lockers in the school buildings are the property of the CAM Schools and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, outerwear clothing and possessions ordinarily used in day-to-day school activities. Food items and liquids (i.e. pop, juice, etc.) are not to be in lockers or in the halls. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include nonprescription controlled substances (such as marijuana, cocaine, amphetamines, and barbiturates), apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances.

MESSAGES TO STUDENTS

We would like to discourage messages to students while they are in school unless the message is important. Under no circumstances will students be called for "social" phone calls. We would ask students to discourage their friends from calling while they are at school. Messages from parents will be delivered as soon as practical, if possible, and in the case of an emergency, students will be called to the phone.

NO-CHARGE POLICY

Students may not "charge" items ordered through the school. All purchases must be paid for in advance. This includes all pictures, shirts, shoes, band items, shop materials, etc. If it is not paid for in advance, it will not be ordered.

PERSONAL/PHYSICAL CONTACT

The administration and staff will not tolerate physical contact of the following kind while at school or any school activity (i.e. hugging, kissing, body pressing, sitting on laps, etc.). If an infraction of this rule occurs, the reprimand will be as follows:

first offense- the principal will talk to the students

second offense-discussion of the problem with the parents involved

third offense –Detention/In school suspension.

PERSONAL APPEARANCE

Students are to dress appropriately for school. What is legally permitted and accepted in public may not always be educationally acceptable at school. There is a strong connection between academic performance, students’ appearance and student conduct. Inappropriate student appearance or dress my cause 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 that 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, displaying obscenity, profanity, vulgarity, racial or sexual remarks, and making reference to prohibited conduct or similar displays. Students inappropriately dressed are required to change their clothing. Shirts must come down far enough to meet the belt line (no bare midriffs). Undershirts, muscle shirts, spaghetti strap shirts, and short shorts and short skirts are not allowed. **While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.**

IPODS/MP3, PERSONAL ELECTRONICS

The use of Personal electronics can be disruptive to the educational process. If these are brought to school, they must be kept in the locker and not used during school hours unless approved by the classroom teacher. We do not recommend bringing these items to school because they may be lost or taken. Temporary confiscation will result if this rule is violated.

Cell Phones

**Philosophy:**  Cell phones are here and are a part of everyone’s day.  We need to learn to manage cell phones and not stow them away and pretend students do not carry them.  Students are trusted to use cell phones in between classes and during lunch.  Failure to follow these rules may result in phone confiscation and or other disciplinary action.

**Rules:**

1)  Students may carry cell phones in the CAM Middle School, but are expected to have them off or on silent between 8:25 a.m. and 3:30 p.m.  Students may use cell phones during lunch and passing time between periods.

2)  Teachers may direct students to use cell phones for school purposes or notification during the class period.  Students may only ask to use their cell phones only for extraordinary reasons during class time.

3)    Students may go to the office during class to use their cell phones if an emergency and approved by the supervising teacher.

4)    Teachers may direct students to go to the office to make a cell phone call so long as that call transmits outside the building.

5) If any staff member asks for a student’s phone the student must quickly turn it over without argument or discussion.

6)    Texting or checking texts is not allowed during class period!

**Level 1 – VISIBLE, unintentional                                           Any Staff member**

·      Visible, left on and it vibratedl student has it out for no reason AND it was a disruption to class. Student will receive verbal warning and phone is taken and returned at the end of class

**Level 2 – Minor Disruption    (referral)                                  Any Staff member**

·      Students brings attention to self with cell phone, the phone rings, has been asked to put away (without it being taken) and it’s out again.  Student is seen calling or texting or has a posture associated with texting in the classroom and has been asked to sit up and has resumed position.  Any cell phone attributed activity that the teacher deems a minor disruption will result in confiscation and the phone being sent to the Office and the violation being documented (referral).

**Consequences Progression – Teacher/Principal**

Cell phone is taken, teacher gives it to the office and parents are contacted.

a.    1st violation – get back at end of the day

b.    2nd violation – Student’s parent comes to get cell phone OR it’s kept overnight

c.     3rd violation – PHONE IS KEPT OVERNIGHT AND PARENTS HAVE TO COME GET IT.  Student loses cell phone privileges for five school days.  A meeting is held with parents when they come to get the phone.

d.    4th violation – PHONE IS KEPT OVERNIGHT AND PARENTS HAVE TO COME GET IT.  Parent meeting and Student will lose cell phone privileges for 10 school days.

e.    For every other violation the term is multiplied by 2.  So the progression is 20, 40, 80, 160 school days.

**Level 3 – Major Disruption – (Major Referral)                                    Principal**

·      Student refuses to give up phone to teacher or teacher’s request to go to the Office with phone.

·      Student uses phone to cheat or plagiarize.

·      Student sends bulk text or uses phone to continually disrupt class or school activities in a non-threatening.

·      Cell phone contains information in texts or pictures that indicate Good Conduct Policy violations.

·      Other Major disruption teacher AND the Principal deems major.

**Possible Consequences**

\* Detention

Saturday School

\* ISS/OSS, plus 10 school day suspension of cell phone privileges.

Meeting/call with parents and student.

**Level 4 – Safe Environment –                             Principal & Superintendent**

·      Cell phone is used to:

                                               i.     deliver threats or intimidate.

                                             ii.     Harass sexually or otherwise

                                            iii.     Distribute inappropriate literature

                                            iv.     Contain inappropriate pictures

                                             v.     For extortion purposes

                                            vi.     Distribute indecent photos

                                          vii.     Make false reports

                                         viii.     Any activity prohibited by Iowa statutes.

   ix.     Take photographs in locker rooms or bathrooms of unknowing subjects or of undressed individuals.

**Available Consequences:**

·      ISS/OSS suspensions (short and long)

·      Alternative educational placement

·      Expulsions (semester or year)

TELEPHONE USE/CALLS

The office telephones are for the use of school personnel, and by students for emergency purposes only. Incoming messages from parents will be delivered as soon as possible if the student is available. All long distance calls must be made collect. Middle school students will be allowed to make necessary calls home free of charge by using the phone in the office.

REQUISTITIONS

Classes or organizations wishing to purchase merchandise either locally or out-of-town must secure a requisition from the office before said purchase may be made. These must be filled out completely and signed by the sponsor and principal before merchandise may be purchased. Local merchants have been instructed not to sell merchandise unless a requisition has been presented. The school will pay no bills unless the required requisition has been obtained.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of CAM Schools as necessity or desirability arises. Any student, parent, or guardian not wanting the information released to the public, must make their objection in writing to the principal of CAM Schools.

Name

Address

Telephone Listing

Date and Place of Birth

Major Field of Study

Participation in Officially Recognized Activities and Sports

Weight and Height of Members of Athletics Teams

Dates of Attendance

Honors and Awards Received

The Most Recent Previous School or Institution Attended by the Student

email address

RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Students will be held responsible financially for any willful damage, or damage as a result of "horse play", to any school or personal property. In addition, disciplinary action may be taken.

SAFETY DRILLS AND EVACUATIONS

Fire and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills. Fire drills are held normally twice each semester. Each teacher will explain your procedures from the room when the alarm sounds. Never run, push, or crowd. Students in school fires are seldom burned, but are hurt because of the panic that can ensue. Please refrain from talking when leaving and reentering the building. Students are expected to cooperate when roll is taken while outside the building.

Tornado drills will also be held during the school year. The tornado alarm will be announced over the intercom at the middle school. In case a tornado or other disaster is eminent, always follow directions of the instructor. Instruction for emergency procedures for fire or tornado is posted in every room.

**FIRE EVACUATION PLANS ( Alarms sound)**

**East Wing**

All rooms will use the outside fire exits in the rooms. If no outside exit is available, use the Room across the hall to the east.

**West Wing**

Middle School Science will use the exit in the room.

SPED/At-Risk will use the south exit closest to the room.

Gymnasium will use the exit on the southwest side of the gym.

Locker rooms will use the south exits closest to the locker room.

The commons area will use the exit to the west lobby entrance.

All other west wing classrooms will use the north exits closest to that room

Classes will meet in the parking lot east of the school and board buses in order by grades:

Bus 1- Preschool, Kindergarten, 1st

Bus 2- 2nd grade, 3rd grade

Bus 3- 4th grade, 5th grade

Bus 4- Middle School

Bus 5- Middle School

**TORNADO ALERT ( To be announced over the PA system)**

In case that emergency action is necessary due to tornado or severe storms, the following action will be taken:

1. All students in the library, art room, and the east wing will use the hallway passing by the library and proceed to the locker rooms closest to the east stairway.

2. All students in the commons and west wing will pass through the gym and use the stairs on the southwest corner of the gym and proceed to the locker rooms closest to that stairway.

**Students will sit down on the floor facing the lockers, place their heads between their knees, and cover their heads with their arms or a book**

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

SUPERVISION

The liability provisions of the law and the school insurance provisions expressly prohibit students being in the gym or other parts of the school without the direct supervision of a teacher. This is a fact of life; please do not expect exceptions to be made to this policy.

USE OF COPIER IN MIDDLE SCHOOL COMMONS

Students may make copies made in the commons. Copies are for educational and classroom work only. Copies that do not fall under this scope will be 5 cents apiece for students, payable in the office. Failure to follow this policy will result in the loss of printing privileges.

STUDENT EXPENSES

Textbooks: Book fees are charged to help pay the cost of textbooks. Please take care of these books as they represent a large investment in tax dollars. Students will be required to use book covers on all hardbound books. Normally, a book should last five years. At the end of the school year, students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. Book fines will be as follows:

Lost Book --- Replacement cost of book

Broken Back --- $10.00

Excessively Damaged --- $10.00

Excessive Writing --- $ .25 per page

Torn Covers --- $ 8.00

Torn Pages --- $ .50 per page

The payment of all fees and fines is part of the course requirements.

Student Insurance: All students who are participating in athletics must carry insurance before they are allowed to practice or to play. The school makes insurance available through Student Assurance Services. If a student does not carry school insurance he/she must bring a written slip from his/her parents or guardian stating that he/she is covered by a family policy.

Tickets: Admittance to football, basketball, wrestling, plays, and other school-sponsored events will cost the student $3.00 for varsity, $2.00 for Junior Varsity, and $1 for Junior High. Season passes are available. For information, contact the Middle school office.

STUDENT INSURANCE

A student insurance medical policy is offered by the school for any family interested in the program. More information can be obtained at the principal's or superintendent's office. The insurance may be purchased for school time coverage or 24-hour coverage. In addition, dental insurance may be purchased for accidental injuries.

THEFT REPORTS

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in a safe place until they can be taken home.

If a student experiences a theft, please report it to the principal. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies.

USE OF FIRE AND SAFETY EQUIPMENT

Students who see a fire or other hazardous situation are to call the nearest teacher immediately. If the situation requires use of extinguishers and/or the fire alarm, and teachers are not present, the student(s) involved should immediately report, or send someone to the office to report, on the condition, location of the problem, students involved and other pertinent data.

Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest, Suspensions, and/or recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

VISITORS

Once in a while we get requests from students to have visitors (people staying with them) come to school and go through classes. Students or families should make this request two days prior to the requested visit. We will normally honor these requests unless:

1. It is the first or last week of the semester.

2. Two days before or after vacations.

3. The student is from a neighboring town, which is holding school on that day.

We ask that all visitors check in with the office for a visitor's pass. In addition, any person who is out of school and has business with a student here is asked to wait until after school hours to take care of that business. If he/she has business that pertains to school we will obviously be glad to accommodate that person as long as he stops by the office first to discuss that business

COURSE INFORMATION

Course Changes - After the start of the semester, changes in a student's class schedule will require the permission of the classroom teachers, counselor, and parents.

Registration Procedure (High School). Each student must meet with their mentor and the counselor to complete registration. Moreover, students are encouraged to discuss their schedules with their parents. After the registration form, on-line registration, and meeting with mentor are completed, students should hand the registration form to the principal.

Procedure for Transfer Credits:

Students transferring to CAM High School are expected to work for graduation requirements of the CAM High School. Credit will be transferred for all passing courses at previous schools attended. Future schedules will be set up assuming the student will graduate from CAM High School.

With transfer students only:

In case of incomplete work, partial credit will be issued, i.e. one quarter's work will result in one-half of a semester's work. Mid-year transfers will be placed in current year requirements, if possible. Credit will be awarded for the part of year completed. State requirements will be completed as soon as possible.

CUMULATIVE RECORDS

Cumulative records may be maintained separate from permanent records in the office or counselor's office.

GRADING SYSTEM

Letter grades are given at the close of each quarter of schoolwork. Grades used by teachers have the following values:

100-96=A 95-92=A- 91-89=B+

88-86=B 85-83=B- 82-79=C+

78-76=C 75-73=C- 72-69=D+

68-67=D 66-65=D- 64 or below=F

Numerical equivalents of letter grades:

A............... 4.0 B-.............. 2.67 D+............. 1.33

A-.............. 3.67 C+............. 2.33 D............... 1.0

B+............. 3.33 C............... 2.00 D-.............. 0.67

B............... 3.0 C-.............. 1.67 F............... 0.0

Scholarship applications: A student may use the higher of grade point averages using all A, B, C, D, F grades with the corresponding number equivalent or A, A-, B+, B-, etc. also with the corresponding number equivalent. Ex. The student with all A’s and two A-’s will be able to use a 4.0 grade point when applying for a scholarship. Class rank will still be determined by using +’s and -’s when appropriate. Any questions please see the principal or guidance counselor.

Incomplete grades: One week is allowed to make up an incomplete grade. (Exception may be made for long-term illness.) This time is given from the end of the grading period. After one week's time, the grade is recorded as an F. Teachers are responsible for notifying students with an incomplete grade.

Mid-term deficiency reports: Halfway through the quarter or nine-week grading period, reports are sent to the parents of students who are failing or in danger of failing. These serve to inform a parent or guardian of the student's unsatisfactory work. They are asked to discuss the student's work with him/her and find where the difficulty lies and seek a conference with his/her teacher or counselor. These reports may be sent at other times, as the teacher deems necessary. (Student eligibility will be based on mid-term grades.)

Teachers may also send progress reports to those students who are doing good work. (Complimentary report).

It may also be possible for a student to receive a progress report emphasizing both negative and positive aspects of his/her work.

CAM HIGH SCHOOL GRADUATION REQUIREMENTS

In order to qualify for graduation, all students must earn 56 credits by completing the required classes listed below. All seniors must complete an electronic portfolio before graduation. (1 semester=1 credit)

Required classes:

English 9 (2 sem) English 10 (2 sem) English Electives (4 sem) Modern Health (1 sem) Physical Education (each sem) Cultural Geography or World History (2 sem) American History (2 sem) American Government (1 sem) Applied Economics (1 sem) Computer Application (1 sem) Parenting or Child Development (1 sem) Fine Arts (1 sem) Practical Arts (1 sem) Consumer Math (1 sem) Mathematics (5 sem) Science (6 sem).

The student is reminded that it is his/her responsibility to keep track of the number of credits earned toward graduation. Copies of transcripts are available to students at no cost. Please contact the guidance office for assistance with questions you may have concerning graduation requirements.

EDUCATIONAL EQUITY AND NON-DISCRIMINATION

It is the policy of the CAM School District for the CAM High School and CAM Middle School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, sexual orientation, gender identity or disability in its educational programs, activities, or employment policies as required by Title VI and VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The curriculum in the CAM schools shall be multi-racial, multi-ethnic, and non-sexist. Its aim is to reduce and eliminate stereotyping and bias on the basis of sex, race, or ethnicity. Requirements prescribed in the current issue Minimum Curriculum Requirements and Standard for Approved Schools Iowa Department of Public Instruction shall be met.

All courses in the CAM High School shall be offered to members of both sexes. The schedule will be developed in such a manner that there will be no way that boys or girls can be isolated into segregated classes.

EARLY GRADUATION

Students meeting all the graduation requirements of the CAM High School may graduate before the end of their eighth semester. Any student wanting to exercise this option must meet with the counselor to arrange their schedule and check their status for early graduation. Early graduates will not be able to participate in school activities, Prom, or May graduation ceremony. Early graduates will have the option to participate in a graduation ceremony held in December.

In case of incomplete semester work, partial credit will be issued, i.e., one quarter's work will result in one/half of a semester's work. Mid-year transfers will be placed in current year requirements, if possible. Credit will be awarded for the part of year completed. Students who wish to graduate at semester and participate in the May graduation, may appeal this decision to the CAM High School superintendent.

MAKE-UP WORK

Assignments may be requested by calling the school and asking that assignments be obtained from the teachers. When requesting, the office secretary will need to know which subjects, the period of time for which the request is made, who will pick them up, and when. Assignments may be picked up from the office. At least one full school day will be needed to secure the assignments from all teachers. As assignments are completed, they should be returned to the teachers to be corrected.

In cases of serious illness, etc. an extension of time may be granted by individual teachers or the principal for make-up work. In the case of excused absences, full credit shall be granted for all make-up work completed and a grade of zero recorded for any make-up work not completed.

Students will have two class days to make up work assigned the day of an absence. Should a student miss more than one day, an additional make-up day will be given for each consecutive day missed after the first day (i.e. If a student is ill for 3 days, he/she will have 4 school days to make up work).

**Late Work:**

A student who has not been absent but fails to have assignment completed will be allowed to turn assignment in by the next class meeting. Failure to do so will result in a zero for that assignment.

GUIDANCE AND COUNCELING

The guidance program is one facet of the school that is uniquely individual as the counselor usually works with one student at a time. The basic principle is to give each student whatever help he/she needs to achieve success and happiness; its function is to help each person become all that he/she is capable of becoming. The counselor works with students in the following areas:

Orientation: The counselor will help all students become acquainted with the school, the staff, the curriculum, and other school activities. Registration for classes will be done primarily through the guidance office.

Individual Inventory: A cumulative record is maintained for each student, including health records, academic records, test results, course plan sheets, and other pertinent data. This information is applied to teaching and counseling.

Educational and Occupational Information: Through guidance each student has access to information on a variety of career fields, colleges and trade schools, educational offerings, and job preparation and requirements. This information is for student use and can be checked out through the guidance counselor. The counselor will also communicate college representative visitations to the school.

Counseling: The counselor is also available to discuss personal problems. All conversations between student and counselor are kept strictly confidential; the counselor breaks this confidence only upon request of the student or if it is a matter that the building principal ought to be made aware of as well.

Follow-up: The guidance office attempts to maintain contact with former students in order to evaluate the effectiveness of the school program.

Testing: The counselor will assist the principal in setting up testing dates. The test results will then be shared with various factions of the school district and community.

HONOR ROLL

Honor rolls will be announced for the middle school and high school at the end of each nine-week period for the purpose of recognizing outstanding student work. To qualify for the honor roll, students must earn a 3.2 grade average or higher on all work attempted. A student must be taking at least five full-credit courses and must have no incomplete grades from the previous grading period to qualify for the honor roll. Middle school students must attain a 3.2 grade point average to be eligible for the honor roll. Students who achieve a grade point average of 3.6 or higher will be named to the Principal’s List.

PHYSICAL EDUCATION

Every student is required by law to participate in physical education unless excused by a doctor for medical reasons. If for some reason a student has permission from a doctor not to take P.E., this student would have to take an extra subject.

All students should wear appropriate physical education clothing. P.E. clothes will include shorts, shirt and socks. Gym shoes worn to school often have rocks embedded in the soles, which would mar the gym floor.

Failing to dress or participate while attending class may lower a student's grade, as they will receive a zero for those days.

Physical education is a graded course that will earn one credit per semester. Tests may be given.

SEMESTER TESTS

Semester tests may be given during the last week of the first semester and the last two days of the second semester. A semester test schedule may be developed for semester tests indicating times, dates, locations, and other pertinent information. Semester tests may count up to 20% of the final semester grade. Semester tests will be left to the discretion of individual teachers and classes.

PROTECTIVE DEVICES REQUIRED

Every student and teacher in CAM Schools who participates in any of the following courses must use required protective devices:

1. Vocational or industrial arts shops, Art, or laboratories involving experience

with any of the following:

a. Hot molten metals.

b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.

c. Heat treatment, tempering, or kiln firing of any metal or other machines.

d. Gas or electric arc welding.

e. Repair or servicing any vehicle.

f. Caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemical or hot liquids or solids when risk is involved.

Every student and teacher shall wear industrial quality eye protective devices at all times while participating and while in a room or other enclosed area when others are participating in any phase or activity of such course which may subject the student or teacher to the risk or hazard of eye injury from the materials or processes used in said course. Visitors to such shops and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of the teacher or other person supervising the students in said courses to see that the above requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participating in said course and the registration of a student for such a course may be canceled for willful flagrant or repeated failure to observe the above requirements.

Safety devices may be paid for from the general fund but the board may require students and teachers to pay for said devices and shall make them available to students and teachers at no more than the actual cost to the district.

SPECIAL EDUCATION STUDENT RECORDS

The CAM Schools maintain confidential special education records for all students who receive special education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building to which the student is attending.

Special education student records contain information generated in determining a student's need for special education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the I.E.P. folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of two locations: student's room or main office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over.

Parents will be informed when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed. All special education student records maintained by the CAM High School will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

### 504 PLAN

Students who are eligible or believe they are eligible for a 504 Plan should contact the building principal. Parents or teachers may, also, request a 504 Plan by contacting the building principal.

WITHDRAWAL AND TRANSFER

Students who wish to withdraw or transfer from school must come into the school with their parents or guardians and fill out a written release form or have some personal contact with the office. The principal will desire a conference with the student and parent(s). Before leaving the school, the student will need to return all assigned books and school property, pay necessary fees, and leave the school with information where to forward necessary information.

CHURCH NIGHT

In cooperation with the churches of the CAM school districts, to assist in facilitating their youth oriented activities, except for unusual circumstances, the merit of which shall be determined by the Building Principal, it shall be the policy of the CAM school districts to refrain from sponsorship of activities on Wednesday evenings requiring student attendance and participation.

CRITERIA FOR ACTIVITY PARTICIPATION

The purpose of this document would be to provide a visible guideline for students, sponsors, coaches and administrators so that students are not put in a position of conflict or choice when multiple events occur at the same time throughout the year. In considering such a policy the following items would fall under the "expected" category:

1. All arrangements should be worked out among coaches, directors and sponsors so that no student is put in the position of having to choose an activity to participate in on any given date.

2. No punishment or penalty of any kind should be directed to a student for missing an activity due to another school activity's conflict, especially if the decision is being made for him or her.

3. It is the obligation of all sponsors to be aware of potential conflicts and to make necessary arrangements well in advance when possible or even adjust the schedule to accommodate the student's participation.

4. The calendar will be created to avoid as many conflicts as possible.

The following criteria should provide a guideline in dealing with multiple event nights or dates.

1. State sponsored events, such as the Iowa High School Athletic Association, Iowa Girls Athletic Union, Iowa High School Music Association and Iowa State Speech Association, take precedence over conference, invitational, local events, practices and rehearsals.

2. Rolling Valley Conference events take precedence over invitational, local events, practices and rehearsals. (The only exception is that if a conference event has been rescheduled in a conflicting nature with a previously scheduled event, students would participate in the previously scheduled event.)

3. All invitational events, such as guest appearances or honors kinds of events take precedence over local events, practices and rehearsals. Because these events tend to be one time in nature or brought up on a more inconsistent manner, it is the sponsor's duty to check with other coaches and sponsors where indeed there are conflicts to eliminate putting a student in a difficult situation.

4. All local events, concerts, and programs take precedence over practices and rehearsals.

5. Events, practices and rehearsals in conflict should be resolved by the coaches and sponsors whose students are involved. All attempts should be made to accommodate both schedules if possible. Realize that the following guidelines are an attempt to eliminate potential problems, not create them. As with most guidelines, these may be subject to change depending upon the situations that occur.

It is clearly understood that when a conflict does arise, the following procedure is expected to take place.

1. Was the schedule checked when the calendar was put together regarding conflicts? Or was the event scheduled when the calendar was put together and an event was planned?

2. Contact the coach, sponsors, etc., to resolve the conflict among the adults involved.

3. Contact the principal or athletic director with the resolution in hand.

4. Appeal to the athletic director or principal any unsatisfactory-satisfactory decisions made between the sponsors.

5. The decision of the athletic director or principal will then become final.

If you have any questions regarding these, please contact the athletic director or principal.

ELIGIBILITY

A student will be declared ineligible if:

A. He/she does not have a physician's certificate of fitness issued this school year or if he/she is twenty years of age or older. Moreover, student must present an insurance waiver form if the student is not covered by the student insurance that may be purchased through the school district. Both the student and his/her parents or guardian prior to the beginning of the first sports in which the student plans to participate shall sign a consent form that contains the above information. Student athletes shall not be allowed to practice until a signed consent form is on file at the school.

B. He/she has attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)

C. He/she was out-of-school last semester or if he/she entered school this semester later than the second week of school.

D. He/she earned less than a 1.6 grade point average or failed one or more classes at the end of the mid-term and/or nine-week grading period. (The student would not become eligible again until he/she maintained a 1.6 GPA or higher and is not failing a class at the regular mid-term review or quarterly grading period.) Middle school students will have a two-week period to raise their grades to the eligibility level. They may not practice or participate during this two-week period. At the end of a student's eighth grade year, he/she is allowed to 'clean the slate' and become eligible into their freshman year. Their first grading period (midterm) will then determine whether they are eligible or not. Special education students will be judged by progress towards the goals as stated on their I.E.P. Satisfactory progress must be evident. The definitions for extracurricular and co-curricular will be the same as those defined in the Good Conduct Policy.

E. He/she has changed schools this semester. (Except upon a likely change of residence of his/her parents.) State association rules apply.

1. He/she has ever accepted an award for his/her high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if has ever received any money for expenses or otherwise for his/her participation in a contest.

G. He/she has competed on an outside team as a team or as an individual while out for a sport during that sport season without the previous written consent of his/her superintendent.

H. He/she has ever trained with a college squad or has participated in a college event.

FUND RAISING PROJECTS

**All fund raising projects must be approved by the CAM School Board prior to their beginning.**

OVERNIGHT TRIPS

The school district will permit no overnight student trips for any group representing the school without adequate provision for adult supervision. All arrangements for such trips must be approved in advance by the principal.

PARTIES AND DANCES

Any middle or senior high school dance or party is to be planned with the cooperation of the class or organization members, faculty sponsors, and the principal.

1. School activities are for students from CAM School only, unless special permission is obtained from the principal to bring an outside guest.

2. Anyone bringing a guest to a high school dance or party who is not a student at the CAM School will be required to fill out a form stating that both the CAM student and guest understand the following rules as well as common-sense rules of conduct which must be abided by:

a. No drinking of alcoholic beverages;

b. No smoking;

c. No leaving and returning to the dance;

d. No wearing of caps in the building;

e. No use of foul play or profane language.

f. Follow the school's rules on personal physical contact.

Infraction of the above rules of conduct will result in being requested to leave the dance or party

or the local law enforcement authorities may be involved.

3. All sponsoring groups must see to it that the date and time of the activity is placed on the official school calendar in the office.

PEP BUS

A student pep bus may be offered for out-of-town games on Friday or Saturday nights or during the week if for post-season tournaments, provided 15 - 20 paying individuals in addition to the cheerleaders sign up to ride. Sign-ups for these games must be done by 12:00 noon the day preceding the scheduled event. Pep bus requests will come from the cheerleaders or Pep Club sponsors. Both students and parents may ride the pep bus. Students will pay a fee, depending on the distance plus admission price to the game. Parents will pay actual cost of transportation plus the admission price.

Students who ride the pep bus must return either on the pep bus or with their own parents. The parent must notify the pep bus sponsor in person if he/she wishes to take the student home.

QUITTING ATHLETICS/ACTIVITIES

A student who quits a sport / activity during the season is ineligible to participate in other sports until the end of that season. Any student who fails to complete an activity will be ineligible for awards or to attend the awards banquet, unless eligible because of another activity, except for reasons beyond the student's control such as illness or injury.

SCHOOL AND NON-SCHOOL PUBLICATIONS

Official publications such as the school newspaper, yearbook, and other publications created for publication at school must be submitted to the student editor for approval prior to distribution. School and other publications that are obscene, libelous, or slanderous shall not be expressed, published or distributed in any official school publication. Materials that encourage students to commit unlawful acts, material and substantial disruption of the orderly operation of the school shall not be expressed, published or distributed in any official school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy.

Opinions and other articles published in an official school publication are not an expression of school policy. District employees, officers, directors, and agents can not be held civilly or criminally liable for any expression made or published by students unless the school employee, officer, director, or agent interfered with or altered the content of the student's speech or expression; and then liability may only be imposed to the extent of the interference or alteration of that speech or expression.

SCHOOL ORGANIZATIONS

Athletics: CAM is a member of the Rolling Valley Activity Conference. CAM's athletes have earned their share of championships in conference competition and not only have the respect of their opponents through their ability, but also the fine sportsmanship displayed by the athletes, cheerleaders, coaches, and student body.

The following athletic teams are planned for junior high and high school students this year:

Boys Girls

Football Volleyball

Cross Country Cross Country

Wrestling Basketball

Basketball Track

Track Softball (high school only)

Baseball (high school only) Golf (high school only)

Golf (high school only) Soccer (high school only)

Soccer (high school only)

Cheerleaders: Cheerleaders are very important in developing the right attitude in the student body and in establishing the reputation of the school among other schools. In the spring of each school year, all students who desire to be cheerleaders will be given an opportunity to try out. (High School only)

Debate: Debate is open to any high school student who wishes to participate. Although students may sign up to take the course Debate for credit, most work in debate will be after school and evenings. (High School only)

FFA: The organization is open to all Vo-Ag students to provide for additional leadership, training, and recreation. Many types of activities including contests are available through FFA.

Instrumental Music: Instrumental music is also a credit course. Students in instrumental music will be in marching band, concert band, pep band, and may be in jazz band. During the year, the band gives concerts, participates in area functions and takes part in small group and large group contests.

Musical: Each fall a musical may be presented under the direction of the vocal music department. Auditions for the musical are open to all vocal students.

National Forensic League: Rules and regulations for participation are set forth by the Chapter Manual and Constitution. Degrees are awarded on a point basis. Pins with different jewels for each degree are available for qualifying students. Membership dues, etc., are determined by the Chapter and its advisor. National Forensic League members may compete in the Iowa Forensic League Student Senate and House of Representatives and extemporaneous speaking, original oratory, and debate. The National Forensic League conducts state and national contests in original oratory and extemporaneous speaking. Any interested student who desires membership or advanced degrees may participate and earn points. (High School only)

National Honor Society: The National Honor Society is an organization composed of students in the junior and senior classes who fulfill the requirements of character, scholarship, leadership, and service. The candidates for the Honor Society must have at least a 3.2 grade point average and be judged outstanding in other areas. The administration and staff are responsible for the selection of the members. (High School only)

*Quill and Scroll :* *Quill and Scroll* is a national society for students who do outstanding work on some publications. Such publications in our school are *Newspaper* and *Yearbook.* A member of this society must be a second semester sophomore, junior or senior and must rank in the upper l/3 of his/her class. Members of *Quill* *and Scroll* are selected by a committee consisting of the sponsors and the principal with final approval by the Executive Director. (High School only)

Speech (High School) : Speech contest work is available for any student who wishes to participate. Conference as well as district and state competition will be held. (High School only)

Newspaper: The Newspaperis the official news publication of the CAM High School. The paper is published weekly during the school year and appears each Thursday in the *Anita Tribune*. The staff of the paper includes students who have completed "Directed Writing" and who are interested in journalism as an extracurricular project. (High School only)

Student Council: The Student Council is perhaps the most important extracurricular activity for it is the organization directly connecting the student body with the administration. It is a group through which the student expresses his/her views. The Student Council is not an organization set up to make school policy, but to give suggestions and constructive opinions to the administration. The Student Council is a cooperative effort between the student body and the administration with the purpose of attaining for CAM High School and CAM Middle School constant scholastic betterment and extracurricular excellence. Each fall the student body elects the president and vice-president who serve during the year as well as representatives for each class.

Vocal Music: Vocal music is a credit course at the high school. Throughout the year members of the vocal music groups participate in concerts, small group and large group contests, music performances, musicals, etc.

Yearbook (High School): To be eligible to assist in the production of the *YEARBOOK,* students must be accepted to the staff through formal application. Once students are accepted, they will be assigned specific tasks needed for completion of the yearbook.

SCHOOL ATTENDANCE

Students who are scheduled to participate in a public performance or interscholastic activity on any day that the junior and senior high schools are in session, are required to attend scheduled classes, and activities for half a day (by 11:30 AM) immediately preceding the performance, practice, or activity. Highly unusual exceptions may be granted to this rule at the discretion of the principal or his/her designee if arrangements are made in advance.

TRANSPORTATION TO ACTIVITIES, FIELD TRIPS

Whenever the CAM School provides transportation for any school-sponsored event of any kind, all participants in the event must travel by way of the school transportation or with a parent. No student will be allowed to drive to or from any school sponsored event in which he/she wishes to participate nor may any student ride with a student friend. Exceptions will be allowed only on principal approval.

GOOD CONDUCT POLICY, STATEMENT OF PHILOSOPHY

It is the belief of the Board of Directors, administration, and staff of the CAM School that membership and participation in extracurricular and co-curricular activities has a very positive effect in the development of constructive attitudes for future citizenship. Furthermore, it is important that the participants, before starting in the program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating.

The extracurricular and co-curricular phase of the total educational program is one area in which leaders of youth have the opportunity to instill desirable qualities, among which may be listed principles of fairness, good sportsmanship, team work, group pride, respect for the rights and property of other individuals, respect for one's own health and physical well-being, development of leadership, self-discipline, and the values of self-sacrifice.

The CAM School recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. Primarily, it is the responsibility of parents to assist their children in developing good habits of behavior and to teach respect for law and authority. Through cooperation and understanding between the school and the home, the ultimate goal is to develop mature and responsible individuals capable of self-discipline. This is an important goal of our educational system. Self-discipline has been defined as controlling behavior, to develop within an individual responsibility for socially appropriate conduct. The home and school are to cooperate in such a way that our young people learn to do what is sensible, appropriate, and right. Moreover, it is the policy of the school district that participation in any extracurricular activities is a privilege. Therefore, certain areas of conduct shall be considered inappropriate to accepted standards subscribed by the school district.

The following regulations for the student activities program and/or organizations have been adopted by the Board of Directors of the CAM Community School District. Each student who participates in the activities program must meet the eligibility requirements set forth by the school and will be subject to these standards of conduct. Students and parents will be notified of these minimum increases.

Student participation in school activities and organizations is considered by the board to be a privileged honor since the student represents and depicts the character and integrity of the school and the community. For this reason, a high standard of moral and social behavior is expected.

In the event a student's conduct or actions, either in or out of school, fall short of the expected standard, such student can be suspended from participation in extracurricular activities and school organizations.

DEFINITION OF EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

An extracurricular activity is any activity that is offered by the CAM School to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student’s graduation cannot be dependent upon his/her participation in such an activity.

**Extracurricular** activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, National Honor Society, speech, student government, coronation ceremonies, Prom, and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics, music, speech, and other such school activities. Extracurricular activities **do not** include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A **co-curricular** activity is one that is directly related to an academic course. This would include, but is not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student’s grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

SCOPE OF SCHOOL CONTROL

Areas of which disciplinary control can be exercised are as follows:

I. For Non-Participants:

A. While on school premises.

B. While in proximity of school premises or traveling to and from school. Conduct of students away from school property is subject to school discipline if it has a direct and immediate effect on the discipline or general welfare of the school or the educational process.

C. While in school owned/operated or approved motor vehicles.

D. While engaged in or spectators of school sponsored related activities.

II. For Participants:

A. Participants are subject to school control and regulations regardless of time/place.

DETERMINATION OF INEIGIBILITY

His/her habits and/or conduct both in and out of school during the school year, are such as to make him/her unworthy to represent the ideas, principles, and standards of CAM Schools. These ideas, principles, and standards are based upon behavior inherent in good citizenship. Breaches of these standards include: vandalism, gross disrespect, theft, malicious threats or physical attack on other persons or their property, malicious mischief, harassment/bullying, unlawful assembly, immoral acts, violation of the rules of the Board of Directors, and other violations of the criminal code. The determination of ineligibility and the period of ineligibility are the responsibility of the school principal and/or his/her designee, subject to the stipulations and procedures described in ineligibility penalties. A student is further subject to being declared ineligible for the reasons given in items #1 - #4 below.

#1) In the event a student is convicted of a crime, or declared by the court to be a delinquent, except minor traffic violations, he/she shall be declared ineligible to participate in school sponsored activities.

#2) If a student engages in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

#3) Repeated or serious violations of school disciplinary policy.

#4) If a student

a) pleads guilty to or is found guilty

b) admits to the office or the law or school personnel

c) is seen by a coach, teacher, or other adult

d) is reported by a signed statement by one of the above

e) is placed on formal or informal probation for any of the following, he/she shall be considered ineligible:

1. possession or use of any form of alcohol

2. possession or use of illegal drugs

3. possession or use of tobacco

Students consuming alcohol during a religious ceremony supervised by a clergyman, or possessing a controlled substance prescribed by a physician are exempted.

INELIGIBILITY PENALTIES

**First Violation**

The period of time a student/athlete may be withheld from extracurricular activities is **four (4) weeks and three (3) participating events.**

**Second Violation**

The period of time a student/athlete may be withheld from extracurricular activities is **eight (8) weeks and six (6) participating events.**

**Third Violation**

The period of time a student/athlete may be withheld from extracurricular activities is **twelve (12) months and all events for that twelve month period.**

**Fourth Violation**

Permanent suspension from all activities.

Activities are defined as Varsity, Junior Varsity, or another level. Events counted as missed would be at one level only. Students will also be ineligible for other level events and extracurricular activities at this time.

This penalty should start upon determination of the individual's guilt. Each penalty period arising from a breach of this "good conduct" rule will include interscholastic competition. The student/athlete withheld from competition may attend practice at the discretion of the head coach/sponsor. However, if the student/athlete is academically ineligible, he/she will not be permitted to engage in practices or performances until he/she is declared academically eligible again. If the infraction occurs while the student is participating in the summer interscholastic athletic program, the procedures used during the regular school year will be followed.

Ineligibility penalties shall accumulate from school year to school year during the years the student begins ninth grade to the time he/she graduates. These same guidelines will also be applied to students in 7th and 8th grade and will accumulate only those two years. Summer activities are to be considered belonging to the normal school term just completed.

If the student has been picked up and charged for, and/or pleads guilty to, and/or admits to an officer, possession or use of alcohol or drugs, he/she must report it to the principal within forty-eight (48) hours. If he/she does not report the incident to the principal within the 48 hour period, and is later discovered through interrogation, investigation, or a matter of public record, the penalties in each violation will be DOUBLED.

PRINCIPAL’S ROLE

The principal should be the one who immediately gets involved with the student violator. He/she will inform the student of the infraction he/she is charged with, give the student the chance to respond, inform him/her of his/her options, and document the way it is being handled (how many weeks ineligible -- from when to when -- or work up the restitution contract and hours). Moreover, the principal will contact the coach, AD, and the parents on how the situation is being handled. The principal will work with the community and organizations in assisting the student to work through his/her punishment/counseling.

STUDENT APPEAL PROCEDURE

Any violation of the "good conduct policy code" of behavior will first be handled by the appropriate coach/sponsor and/or the principal. If, within 48 hours, the student feels that he/she was not treated fairly in the matter, the following appeal board and procedure shall take effect at the request of the student or his/her parent or guardian.

a. The secondary principal

b. The athletic director

c. The president of the student council or in his/her absence, the next highest ranking student council officer.

d. The coach/sponsor of the activity in which the student accused is currently participating; the coach/sponsor most directly connected with the inappropriate behavior shall be preferred.

e. One head or assistant coach/sponsor of an activity to be selected by the accused student.

In the event of duplication of roles of any of the above people, the accused student may select another coach/sponsor to complete the five-member board. The duties of this board will include the following actions:

a. To receive and document complaints of the appropriate behavior.

b. To schedule hearings of the activity board for the purpose of hearing evidence to discover the facts concerning the documented complaints, and to receive testimony and exhibits as may be presented by the complainants and the accused.

c. To give written notice of the time and place of the hearing to the accused and to his/her parents or guardians not less than three working days prior to the time and place of the hearing and the name(s) of the witnesses to be called on behalf of the complainant. The day that the notice is delivered to the accused shall be counted as a day prior to the

hearing.

d. To determine the degree of guilt or innocence of the accused student or students, a majority vote to prevail.

e. The hearing shall be an open hearing except that at the accused's request, the hearing shall be closed.

f. The vote of the activities board as to guilt or innocence shall be an open vote.

g. To keep a written copy of the minutes of the testimony given, to take custody and preserve the exhibits, if any, and to record the vote and the disciplinary decision made, if any, and to forward the same to the Board of Education for review.

h. If a guilty finding or inappropriate behavior results, the suspension will begin from this time forward and shall not be less than 20 school days or 4 weeks. Suspension time will be continuous from the time it begins until it is completed. The accused shall at all stages of the hearing be entitled to be represented by legal counsel.

j. Review by the Board of Education on the record will be automatic if the accused appeals to the Board of Education by filing a request for appeal and rehearing with the high school principal, not later than ten days following the activities board hearing.

k. The high school principal will act as presiding officer at any hearing scheduled although he/she may designate another member of the activities board to serve as presiding officer in the event he/she does not choose to so serve himself/herself in any or all hearings; the presiding officer will appoint a clerk to record the tape recorded, if appropriate. The presiding officer shall take custody of and preserve any exhibits offered; this person need not be a member of the activities board if the presiding officer decides otherwise.

l. Records shall be preserved of all procedures but will not be placed in the student's permanent record. This code will be reviewed periodically by the CAM School’s administrators and readopted each summer for the ensuing year.

ELIGIBILITY POLICY OR SCHOOL INFRACTIONS

The established discipline policies of the school will be enforced for all infractions occurring during school hours and at school sponsored events. For the infraction of these rules, the student will receive a suspension for the time specified in the administrative rules for that particular breach of discipline. While suspended, the student will not participate or be a spectator at any school sponsored event.

In lieu of sitting out events, students who have been suspended will be required to do school or community service equal to one hour for each day they have been suspended. If the student fails to fulfill this requirement, the student will be ineligible to participate or be a spectator in the next public performance/appearance.

When the breach of discipline involved drugs or alcohol, the student will perform school or community service equal to one hour for each day he/she is suspended. In addition, the student must meet with Area Alcohol and Drug Education classes on a weekly basis until the counselors in charge of the program notify the principal, or his/her designee, that the student no longer needs to attend their respective meetings. If the student fails to fulfill these requirements, he/she will be ineligible to participate or be a spectator in the next public performance/appearance.

Students are to be aware that notwithstanding the concept of double jeopardy and the legal requirements of due process, it is possible for one act to be in violation of (1) this Behavior Code, (2) Eligibility Requirements for Participation in Interscholastic Activities (School Board Policy IDFA), and (3) the State of Iowa Criminal Code. Thus, it is also possible that one given act can result in a student being suspended or punished under all three. Whether said act is acted upon by law enforcement officials, adult court or juvenile court, will not be determinative of whether the school will punish the act.

LEVEL I INVESTIGATOR

If an abuse charge needs to be filed against a CAM school employee, the Level I investigator should be contacted for the proper forms. Building Principals and Level I investigators are:

Jordan Aggen- CAM South Elementary School Title I

Grace Kopp- Instructional Coach

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the CAM School District Board Policy to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The CAM High School and Middle School have appointed a level-one investigator(s) and alternate(s), and have arranged with a trained, experienced professional to serve as the level-two investigator. The level-one investigators are Brian Fogleman and Grace Kopp. All complaints must be submitted in writing to the level-one investigator. Questions should be addressed to the building administrator (762-3231) High School (779-2212) Middle School. Alternate investigator is the District Superintendent.

BULLYING & HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

* Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
* If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
* tell a teacher, counselor or principal; and
* write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
* what, when and where it happened;
* who was involved;
* exactly what was said or what the harasser or bully did;
* witnesses to the harassment or bullying;
* what the student said or did, either at the time or later;
* how the student felt; and
* how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis or age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

* places the student in reasonable fear of harm to the student’s person or property;
* has a substantially detrimental effect on the student’s physical or mental health;
* has the effect of substantially interfering with the student’s academic performance; or
* has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

* verbal, physical or written harassment or abuse;
* pressure for sexual activity;
* repeated remarks to a person with sexual or demeaning implications; and
* suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

* verbal, physical, or written harassment or abuse;
* repeated remarks of a demeaning nature;
* implied or explicit threats concerning one's grades, job, etc; and
* demeaning jokes, stories or activities

CITIZENSHIP CODE

As CAM School students, strive to make this school outstanding by being:

1. On time to classes;

2. Ready with your assignments;

3. Respectful of public and private property;

4. A supporter of school activities;

5. Cooperative and respectful with classmates, teachers, administration, and other staff personnel;

6. Clean and neat in appearance as well as dressed in appropriate school attire;

7. Courteous at all times to guests in our building.

DETENTION/SATURDAY SCHOOL

Detention may be assigned at the teacher's discretion as punishment for classroom misconduct or other good reasons. Detentions will also be issued to a student who has received his/her third unexcused tardy. A one-day notice will be given before the detention is to be served. A copy of the assigned detention will be given to the office by the teacher, and it will state the reason for the detention and the time and date for detention. Attendance is required. **Failure to serve the detention may result in a parental contact and a Saturday school.** Detention will be served between 7:30 – 8:00 a.m. or 3:30 - 4:00 p.m. Lunch detentions may be issued to middle school students. SATURDAY SCHOOL (8:00-12:00).

DISCIPLINE

**Definition.** "School Discipline" is the guidance of the conduct of students in a way that permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

**Goal.** The goal of the board of directors is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults, accountable for their own actions.

**Applicability.** This policy shall apply to students while on school premises, while attending school sponsored events, while on school owned and operated buses or on chartered buses while students are engaged in school sponsored activities, and while students are away from school if their conduct directly affects the good order, efficient management or welfare of the district.

**Expected Behavior.** Students are expected to conduct themselves in keeping with their levels of maturity at all times. Students should govern their actions taking into account the rights and welfare of all students and respect for authority vested in school personnel and regard for public property.

**Breach of Discipline.** Any conduct of a student that interferes with the maintenance of the school shall be considered a breach of discipline.

Breach of discipline includes but is not limited to the following:

a. The use or possession of tobacco or any tobacco product;

b. The use or possession of alcoholic beverages;

c. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;

d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;

e. The distribution of, transmittal of, or sale of any tobacco product, alcoholic beverage, or controlled substance to other persons;

f. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others;

g. Refusal to conform to policies, rules, regulations, directives or requests of the district or of its officers, employees, or agents of the district when acting within the scope of their employment or duties;

h. Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district;

i. Extortion;

j. Possession or use of dangerous weapons or objects;

k. Display of racial bigotry or intolerance;

l. Criminal or illegal behavior;

m. Committing a theft or robbery or attempting to commit a theft or robbery;

n. Damaging, altering, injuring, defacing, or destroying any building fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;

o. Gambling;

p. Intimidation, harassment, bullying;

q. The use of obscene, lewd, or profane language;

r. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic or other catastrophe knowing such report or warning to be false;

s. Threatening to place or placing any incendiary or explosive devise or material in any place where it may endanger persons or property;

t. Truancy: absence from school or assigned classes or activities without a reasonable excuse as defined in policy 502;

u. Trespassing on school property: entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials;

v. Joining, becoming a member of, or soliciting other students to join, or become a member of, or taking part in forming or organizing a fraternity or society of students without prior approval of the Board of Directors

**Sanctions.** Students who violate the policies, regulations, rules, or directives of the district or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans (complete explanations of each plan can be found in Board Policy):

a. Denial of extracurricular activities or privileges.

b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings.

c. Probation: conditional attendance during a trial period.

d. Detention: a requirement that a student remains after school, or come to school early.

e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension.

f. Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under proper supervision where the misconduct does not warrant removal from school by expulsion.

g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days.

h. Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the Board of Directors.

i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time.

j. Referral to other agencies.

k. Goals 2000 Expulsion: The school must expel a student at least one full year who violates 510.5(j). This expulsion may be modified at the recommendation of the superintendent.

**Student Appeals**

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

•If an employee is involved, discuss the complaint with the employee within two (2) days of the incident;

•If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two (2) school days of the employee's response or the incident;

•If unsatisfied with the principal's response, talk to the superintendent within two (2) days of the principal's response;

•If unsatisfied with the superintendent's response, students may request to speak to the board within two (2) days of the superintendent's response. The board determines whether it will address the complaint.

CAM DISCIPLINE POLICY

**Levels 1 & 2: Minor Referrals**

**Level 1: Productive Personal Level 2: Teacher/Counselor**

**Environment**

-- Failure to follow a reasonable

--Coming to class unprepared request of a teacher

--Sleeping in class --Talking without permission

--Not working on intended curriculum --Disrupting class

--Refusal to work --Out of seat without permission

--Gum/candy/sunflower seeds --Using equipment improperly

--Habitual tardiness --Writing/passing notes

--Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ --Put downs/disrespect to

students

--Possession of nuisance device (phone, laser pointer, radio, CD player,video games,etc.)

--Repeated violations of rules or standard --Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Levels 3 & 4: Major Referrals**

Level 3: Orderly Environment Level 4: Safe Environment

--In/on school property without permission --Use violence, force, threats, intimidation

--Excessively tardy/absent/or truant --Sexual/ethnic harassment

--Display drug association --Use/possession/distribution of

Inappropriate literature

--Soliciting unauthorized items at school --Unauthorized use of technology

--Creating unsanitary conditions --Stealing/attempting to steal school (spit,spit balls, food) private property

--Loitering on or around school property --Vandalism

--Throwing snowballs or other materials --Causing/attempting injury

-Disrupting school activities Possession/use/distribution

--Forging notes or other information alcohol, drugs, look alike drugs or

Disrespect to staff or students drug paraphernalia

--Harassment or bullying --Use/possession of

--Gambling tobacco products or lighters

--Cheating/dishonesty/plagiarism --Making false reports (fire alarm,

--Repeated violations of rules or standards bomb threat)

standards --Disrespect/defiance toward staff

--Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including profanity and/or

--Falsifying records or other information

--Public indecency

--Extortion, Iowa Statute violatons

#### CAM Discipline Policy Consequences

**Level 1: Teacher**

\* Looking in the vicinity of the misbehavior

\*Walking toward the area of misbehavior

\*Conference with the student

\*Written communication with parents

\*Change seating assignment

\*Isolation in classroom

\*Behavior contract in team or with teacher

\* Penalty period with teacher

\*Student sent to time out

\*Team meeting with the student/parents

\*Telephone call to parent by teacher

**Level 2: teacher/Counselor**

*\*Referral to the Counselor*

\*Conference with the student

\*Contact with parent/guardian

\*Change schedule within the team

\*In school suspension (each 15 minor referrals)

\*Room of Opportunity

**Level 3: Teacher/Counselor/Administrator**

*\*Referral to Administrator*

\*Detention

\*Conference with student

\*Parent/guardian contact

\*Behavior contract

\*In school suspension

**Level 4: Administrator**

\*Modify schedule/reassignment

\*Out of class suspension

\*Alternative education placement

\*Out of school (homebound)

\*Short-term suspension (1-5 days)

\*Long term suspension (6-10 days)

\*Expulsion for the remainder of the semester

\*Expulsion for the remainder of the calendar yea

#### CAM Discipline Policy Consequences for Major Offenses of Discipline Policy

**Offense 1st Offense 2nd Offense 3rd Offense**

**Disruptive** Detention Detention Suspension

**Behavior** (60 min.) (Doubled) ( 1 day ISS)

**Harassment** Suspension Suspension Refer to Supt.

( 2 days) ( 3 days) (Parent Conf)

**Truancy** 5 Absences 10 Absences 15 Absences

(Parent Contacted) (Parent Contacted) (County Att.)

**Fighting** Suspension Suspension Suspension

(2 days) (3 days) (10 days)

Parent Conference

**Possession/Use** Suspension Suspension Suspension

**Of Tobacco** (2 days) (3 days) (5 days)

**(Good Conduct**  Police called

**also applies)**

**Possession/Use** Suspension Suspension Refer to Supt.

**Of Alcohol** (3 days) (5 days)

**(Good Conduct)** Police called

**Possession/ Use** Long term suspension or expulsion

**Of Drugs** Authorities will be called

**(Good Conduct)**

**Vandalism/Theft** Suspension Suspension Refer to Supt.

**(repair or replace)** (2 days) (3 days)

Police called

**Disrespect of**  Detention Suspension Suspension

**Faculty/Student** (60 min.) (2 days) ( 3 days)

Parent Conf. Refer to Supt.

**Blatant Disrespect/**Suspension Refer to Supt.

**Threat/profanity** ( 3 days)

**Toward staff**

**Cheating** Zero Given Zero Given

Parent Contact Parent Conference

**Internet Misuse** Student Conference No Internet Priv. No Internet Priv.

Administration (1 Semester) (1 School Year)

#### BUS BEHAVIOR AND EXPECTATIONS

Students are expected to follow the Cougar Traits of Responsibility, Respect, Caring and Citizenship while riding school buses. Bus drivers have complete control and authority of all actions and behavior on the buses. Students will be expected to follow all instructions and requests given by drivers without arguing. Drivers will report violations of this policy to the building principal. Consequences will then be enforced by administration based on these recommendations.

**Level 1 Behaviors: Bus Driver**

* Not sitting in seat
* Moving from seat to seat
* Food or drink on the bus
* Throwing items
* CD players/radios used without headphones (no external speakers)

**Level 1 Consequences: Bus Driver**

* Assigned seats
* Conference with student(s)
* Conference with parent
* May suspend student for 1 day with administrative approval
* Repeated offenses may move to level 2 consequences with administrative approval

**Level 2 Behaviors: Drivers/Administration**

* Swearing
* Fighting
* Harassment of student(s) (verbal, physical, sexual)
* Arguing and showing disrespect to a driver
* Vandalizing the bus
* Opening emergency exits without proper cause
* Violation of any other safety rules and/or discipline policy
* Repeated violations of bus and school rules/policies

**Level 2 Consequences: Driver/Administration**

* Permanent seating assignment
* Suspension from riding school transportation
* Short-term suspension from school
* Long-term suspension from school
* Expulsion for remainder of the semester or calendar year

**Level 2 Minimum consequences for Suspensions**

* First Offense: Suspension from all school transportation for 1 to 5 school days
* Second Offense: Suspension from all school transportation for 5 to 10 school days
* Third Offense: Referral to Superintendent (Conference with Parent/Student required.

HOMELESS CHILD OR YOUTH

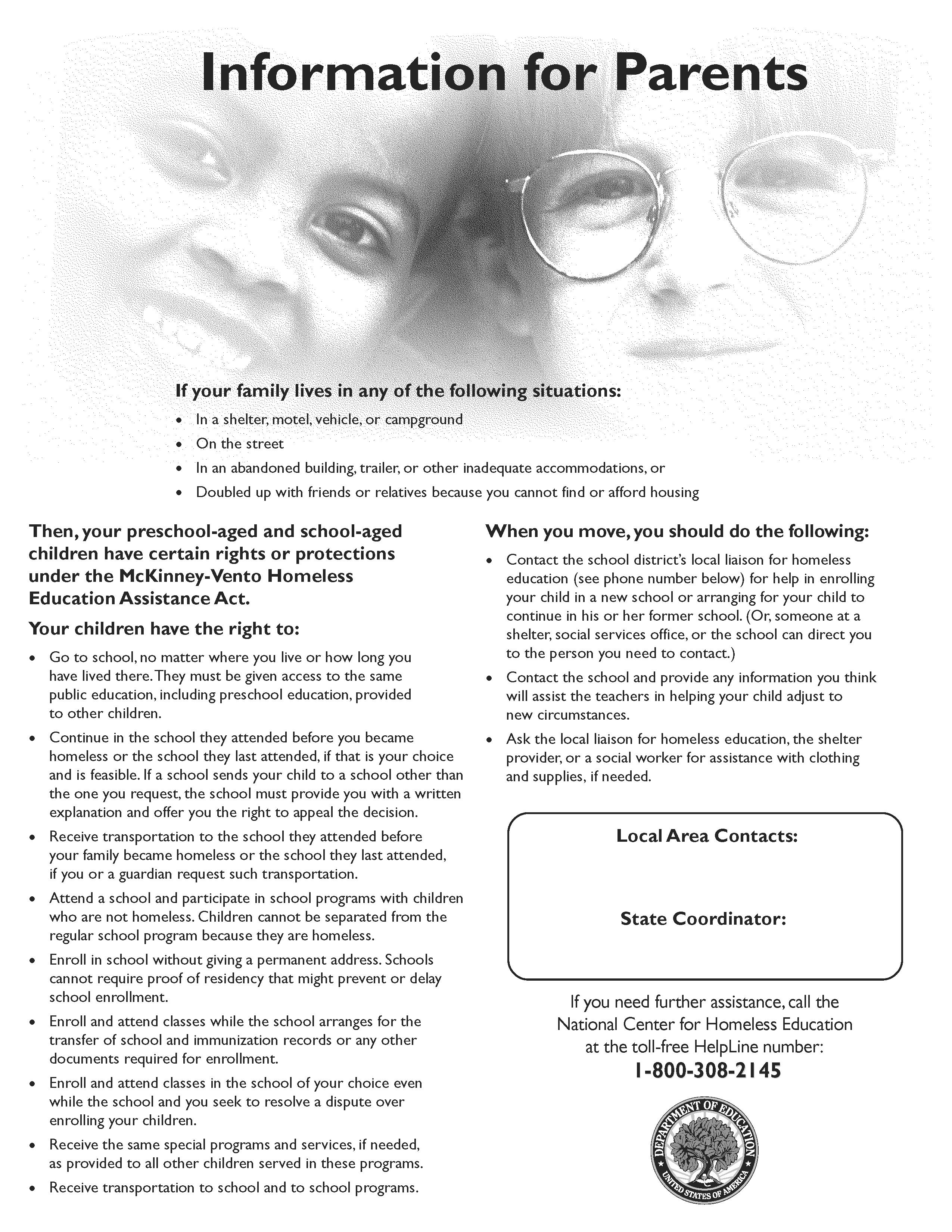
*“Homeless child or youth”* is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.



Contact: Dominic Giegerich, CAM Principal

Phone: 712-762-3231

E-mail: dgiegerich@cam.k12.ia.us

State Coordinator: Donna Eggleston, Consultant

Department of Education, Des Moines, Iowa 50319

Phone: 515-281-3999

E-mail: donna.eggleston@iowa.gov

Educational Equity Statement

It is the policy of the CAM Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Dominic Giegerich, [712-762-3231](tel:712-762-3231" \t "_blank) [dgiegerich@cam.k12.ia.us](mailto:dgiegerich@cam.k12.ia.us" \t "_blank)

## Complaint Procedure

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

·Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant’s principal or immediate supervisor, the Complainant may contact that person’s immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.

·If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.

·Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.

·Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District’s policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.

·The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

## In the event the investigator finds:

A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

B. A violation of the District’s policies or no violation of the District’s policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:

·By the investigator with the Complainant and the Respondent; and

·By the investigator and Respondent’s principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action

·If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee’s file or the student’s file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.

·The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.  
In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm this decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent’s/designee’s decision shall be final.

A parent or guardian who disagrees with the school district’s decision regarding a student’s identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

### Legal References

**Board Policies**

**Legislation**  
Title VI and VII of the 1964 Civil Rights Act,  
Title IX of the 1972 Education Amendments,  
Section 504 of the Rehabilitation Act of 1973  
American Disabilities Act of 1990