

**Central City**

**6-12 Student Handbook**

**2022-2023**



Central City Community School does not intentionally discriminate on the basis of race, creed, marital status, religion, nation origin, gender, age or disability in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. For more information, contact 438-6181.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Study Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Dr. Cronin at 438-6181.

### **School Phone Numbers**

**Superintendent's Office**  
438-6181 x5101

**Middle/High School Office (Grades 6-12)**  
438-6181 x5509

**Elementary Office (Grades K-5)**  
438-6181 x5123

### **Administration and Office Staff**

**Superintendent**  
Alan Marshall

**6-12 Principal**  
Jason McLaughlin

**MS/HS (6-12) Secretary**  
Wendy Yoder

**Instructional Coach**  
Laura Meier

**6-12 Counselor**  
Elizabeth Birdsley

**Activities Director**  
Matt Miers

**El. Principal (PK-5)/Special Education Director**  
Alexis Pieper

**K-5 Counselor**  
Katy Koehler

**Elem. (K-5) Secretary**  
Judy Nowadzky

**Business Manager**  
Ashley Ratliff

**District Secretary**  
Maggie Hunerdosse

**Technology Director**  
Grant Wood AEA

### **Central City Wildcat Fight Song**

Come on and fight, fight you Wildcats!  
We will cheer for you.  
We will stand beside you  
For no matter what you do  
We'll still be true to you,  
Wildcats,  
Always just the same.  
We'll cheer you on until our vict'ry.  
Get in there and win that game!

(Interlude with cheer)

Fight, fight, fight, fight!  
Fight, fight, fight, fight!  
Hit 'em high!  
Hit 'em low!  
Go, Wildcats, Go!

(Repeat verse)

Words to Central City school song written by the following members of the class of 1959:  
Vicki Sellers Butters  
Ann Ford Gilbertson  
Suzanne Montgomery  
JoAnne Shay

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# **Central City**

## **MIDDLE/HIGH SCHOOL**

### **Student Handbook**

#### **VISION STATEMENT**

**The Starting Place for Successful 21<sup>st</sup> Century Learners  
and Leaders**

#### **MISSION STATEMENT**

**Learning Today and Leading Tomorrow**

**Educational Programs That Work**

**SCHOLASTIC HALL OF FAME** This prestigious display highlights students who, after four years of high school, have earned a 3.70 GPA or greater and either score at least a 24 on their ACT or a 160 on their PSAT or a Salutatorian or a Valedictorian. All Scholastic Hall of Fame students' names will be engraved on a plaque. These students represent our academic best and offer inspiration to all Central City Students for years to come.

**HONOR ROLL** An honor roll will be published in the first and second semester. It will list those students in grades 6-12 who have a minimum of a 3.00 grade point average on an 11-point GPA scale.

**GRADE POINT AVERAGE** An 11-point GPA scale is used with the point value assigned to each letter grade as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0

**Grade Scale (6-12)**

- A+ 100%
- A 94-99%
- A- 90-93%
- B+ 88-89%
- B 84-87%
- B- 80-83%
- C+ 78-79%
- C 74-77%
- C- 70-73%
- D+ 68-69%
- D 64-67%
- D- 60-63%
- F 59% and below

**STUDENT COUNCIL** Student government is a great opportunity to develop leadership skills and is an important and valuable link between our students and the administration. The HS Student Council plays an active role in the development of community service and school improvement projects. The JH Student Council sponsors activities to promote camaraderie among the 7<sup>th</sup> & 8<sup>th</sup> grade students including MS dances during the year.

**TAG PROGRAM** Our program offers a variety of opportunities for students who are identified as talented or gifted. To find out more details surrounding this program, please visit the counselor's office.

**NATIONAL HONOR SOCIETY** Membership to the National Honor Society is an honor bestowed upon high school students by a faculty council appointed by the principal.

Juniors and seniors with a cumulative GPA of 3.3 or higher are eligible for membership. After all high school faculty members have had the opportunity to provide written input for each eligible student, a five-member faculty council selects members on the merits of character, leadership, scholastic and service.

After the second semester of the previous year, GPA's are computed and the selection process begins. Students having a cumulative GPA of 3.3 or higher will be notified by the National Honor Society advisor. Further consideration for selection will involve their completing a student activity form that provides information regarding service and

leadership activities. Deadlines for the selection process must be met. All eligible students will be notified after the selection process is completed. Parents of the selected students will be notified informing them that their student will be inducted and advising them of dates.

#### **VICTORS CLUB**

This honor is presented to those high school students who maintain a 'B' average and participate in two or more sports throughout the year. Cheerleading is included. Students must be a good example of Central City High School and must be coachable. Medallions are presented to seniors, who were members for at least three years, and worn during the graduation ceremony.

#### **SUPPORT SERVICES**

Support services are available to assist teachers and families when concerns arise with a student. These services include building staff (special education teacher, counselor, nurse, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the guidance counselor.

#### **POWER SCHOOL**

PowerSchool is a valuable resource for monitoring student progress, enhancing school/home communications and providing students and parents with information. Teachers assist in this process by keeping student grades, assignments and communications current. Teachers are to update the current week's assignments and communication by 8:00 a.m. on Monday unless they do it on a more frequent or daily basis. When projects are assigned, information regarding the due date and the number of possible points will be put into the grading portion of PowerSchool. Student assignments will be graded and recorded on the system within one week of the due date when possible. There is a link to this system on the Central City Web Page. Students will have a personal calendar to track upcoming school events.

#### **ONE CALL NOW**

One Call Now is an easy and effective solution for schools to quickly and accurately communicate personalized messages. We will use One Call Now's communication technology to build stronger relationships and improve communication with our parents. Examples of how we will utilize this system:

- Reminding parents of various events and sharing important information
- Announcing school closings due to inclement weather
- Notifying parents of report cards being sent home or student absences
- Alerting parents of a lockdown situation or unsafe incident at school
- Alerting parents and students of subgroups (i.e, band, varsity sports teams, etc.) about important information

We must have updated phone numbers and email addresses for One Call Now to work effectively and efficiently. Each number listed on your student registration sheet will be called (up to six phone numbers)

when a message that pertains to your child is sent. The One Call Now system will call the home, work, and cell numbers that are provided. Please ensure the contact numbers on the registration sheets are correct. If you do not want to be notified at any of the contact numbers, please contact the high school or elementary school office.

**CENTRAL CITY PARENTS**

“It takes a whole village to raise a child” **African Proverb**

Our school has some very fine programs for our students. Everywhere you see success, there are parents behind the scenes making it happen for students. Some examples include the following:

<b>Organization</b>	<b>Parent Support</b>
Band, Vocal, Robotics, Speech and Drama Programs	CCFAB (Central City Fine Arts Boosters)
FFA Chapter	FFA Advisory Committee
Post Prom	Post Prom Committee
Student Support	PTO (Parent-Teacher Organization)
Athletics	Athletic Booster Club

There are more examples. You can see the pattern. Our school is a success because of the partnership we have with parents. As students continue to experience success we will look to the future and search for ways to get better in all areas. We can only go as far as the parent's support and involvement will allow. Parents are a valued resource. As our school aspires to higher levels, please find an area where you can contribute. Our kids need their parents.

**AWARDS AND SCHOLARSHIPS**

Central City students have enjoyed many benefits from their efforts in the classroom and in the community. Students are encouraged to actively pursue grants and scholarships for post high school education. The Counselor’s Office is available to meet all student needs. Visit the counselor often for information or just to say hello.

**REQUIREMENTS FOR GRADUATION**

Each student must carry a minimum of 6 classes per semester. Every student must take Physical Education each semester that he/she is in attendance. Students that receive a PE waiver will not receive credit for the course. Credit, in any area, will not be given for less than a semester of a subject.

**CLASS CLASSIFICATION (10-12)** Graduation requirements are 50 credits. Students in the high school shall be classified as freshmen, sophomores, juniors, and seniors. The following credits are necessary for students to be on track to graduate:

**Sophomores**

12 credits accumulated

**Juniors**

26 credits accumulated

**Seniors**

38 credits accumulated

**CLASS CLASSIFICATION (10-12)** It is the intent that every student graduates with their class. Any student who does not maintain the necessary credits to be classified with their respective class will be subject to an academic plan from the Counseling and At-Risk Departments.

**NOTE:** The above-accumulated credits are the minimum necessary to be classified in the corresponding class level.

A credit is defined as one semester of a subject that meets five days a week.

**REQUIREMENTS**

**Language Arts - 8 Credits**

**Mathematics - 6 Credits**

6 credits chosen from our math courses. Students are required to take at least two courses in sequence.

**Science - 6 Credits**

**Social Studies - 6 Credits**

American Government (1 credit)  
US History (1 year/2 credits)  
Financial Literacy (1 credit)

**Electives – 24 credits**

**SCHEDULE AND SCHEDULE CHANGES** All students (6-12) must be scheduled for 6 periods plus physical education. All scheduling must be done through the school counselor.

Students may change their schedule (add or drop a class) for three (3) school days after the start of a semester. When it is necessary to see the counselor, it should be done before or after school, between classes, or with a pass issued by the counselor for an appointment.



**PROGRESS REPORTS /REPORT CARDS** Our reporting system provides the student, parent, teacher and counselor a chance to appraise student academic achievement. All students will receive progress reports at the end of each Quarter or Semester.

Progress reports are an important communication with the home. It is hoped that parents will contact the school and the instructor to see what can be done to improve the progress of a student.

**EARLY GRADUATION**

A student who successfully accumulates enough credits to qualify for graduation prior to the end of the school year in which he/she would normally graduate, will be permitted one of the following options at the end of the first semester of his/her senior year.

- a. The student may elect to remain in school as a full-time student, acquiring extra credits, participating in any and all student activities, and graduating at the regular time. In order for any student to be eligible for extra-curricular activities, he/she must, in a semester, take and be passing four classes that meet five days a week, plus any required physical education.
- b. The student may elect to terminate his/her high school career at the end of the said semester. He/she may then have the option of immediate graduation (without any ceremony) or of graduation with his/her class at the regular school commencement ceremonies held at the end of the school year. A student that selects this option is not eligible to participate in extracurricular activities.

A student electing this option shall file a written notice of such intent with the high school guidance counselor **not later than the end of the first nine (9) weeks of the student's senior year.** The principal shall arrange to present this option request to the Board of Education. If any questions arise concerning this process, the student should obtain assistance from the school counselor.

**VALEDICTORIAN**

Valedictorian status will be given to the student that has the highest high school course GPA after completion of the first semester of their Senior graduating year. This student will also give the graduation speech in May. Valedictorians must be a Central City High School student for at least 5 semesters by graduation. They must also be part of their graduating class for all four years. Graduating early will void the graduate of Valedictorian status to the next student with the highest GPA and four full years in high school. Valedictorian is also the winner of the Governor's Scholar Award.

**VALEDICTORIAN TIE BREAKERS**

- 1<sup>st</sup>-- High school course GPA
- 2<sup>nd</sup>-- College level coursework GPA (college level coursework required)
- 3<sup>rd</sup>-- ACT Composite

**SALUTATORIAN**

Salutatorian status will be given to the student with the 2<sup>nd</sup> highest high school course GPA or the student that lost the tiebreaker for the above scenario. This student will also be recognized as the KWWL Best of Class recipient award winner.

**PART-TIME STUDENT**

The senior student may elect to carry less than eight credits but a minimum of four credits of classes, including Physical Education, as one of the four classes. This will enable the student to find and hold employment or enroll in post high school education. A student must also be proficient in Reading Comprehension, Math and Science according to the assessment that is given by the State of Iowa, or a comparable assessment that is approved by administration. Examples of alternative testing could be Measures of Academic Progress (M.A.P.), A.C.T., S.A.T. and other researched based tests for Reading Comprehension, Math and Science. Administration will determine if the test is an acceptable assessment for determining proficiency in the three areas stated. Using multiple assessments is acceptable to be proficient in the three areas.

A senior student electing this option will retain all student rights and privileges, including the right to full participation in all school activities, and shall be subject to all school regulations pertaining to students. A student electing this option shall sign a written notice of such intent, including a letter explaining in detail the student's plans. A parent, student, counselor and administrator meeting may be requested after reviewing the student plans. The principal shall then arrange to present the option request to the Board of Education during the December Board of Education meeting. If any questions arise concerning the process, the student should obtain assistance from the counselor.

**FEES**

Each year fees are set by the Board of Education. Fees are required for the following classes:

- Band Instrument Rental
- Choir Robe Rental
- Driver's Education

**PSEO ACT**

The Post-Secondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling junior and senior students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. 9<sup>th</sup> and 10<sup>th</sup> grade students who are identified as gifted and talented according to the school district's criteria are also eligible to enroll in Concurrent Enrollment courses.

### **Senior Year Plus Proficiency**

The intent of the senior year plus statute is to ensure all students in Iowa have increased access to courses that have the potential to generate college credit while in high school. The statute requires all students enrolling in college credit courses to be proficient in reading, math, and science.

For a full description of college credit options and requirements see the Senior Year Plus Proficiency please contact the high school counselor.

### **PSEO STUDENT ELIGIBILITY**

A student who first enrolls under this policy at the beginning of grade eleven may enroll in post-secondary courses for secondary credit for a period of time not to exceed four semesters, or six quarters, or the equivalent of two academic years. A student who first enrolls at the beginning of grade twelve may enroll in post-secondary courses under this policy for secondary credit for a period of time not to exceed two semesters, or three quarters, or the equivalent of one academic year.

### **ELIGIBLE POST SECONDARY COURSES**

Post-secondary courses eligible for students to enroll in under this act shall be limited to the following:

1. Nonsectarian courses.
2. Courses that are not comparable to courses offered by the school district.
3. Credit-bearing courses that lead to an educational degree.
4. Courses in the discipline areas of mathematics, science, social sciences, humanities and also the courses in career option programs offered by area schools.
5. In addition to the aforementioned limitations, enrollment of students in courses offered by an area school shall be limited to arts and sciences.
6. Central City Community School District pays the Concurrent Enrollment rate per course towards tuition and books. (In some cases, books/materials are not included). Students have one week to drop a course from the start-up date.

### **PHYSICAL EDUCATION**

Appropriate physical education attire is required. This consists of shorts/sweatpants, t-shirt, and lace-up tennis shoes.

Physical Education students have two options available concerning grades received from Physical Education. The first option is a letter grade as received in other academic areas. The second is a pass or fail method selected by the student prior to each semester. Forms requesting option two are available in the Counseling Office and should be

completed by the student within the first week of each semester. Students not meeting the stated deadline will receive a letter grade.

#### **SEMESTER TESTS**

Semester tests are required of most classes at the end of each semester. All testing requirement procedures will be determined by the teaching staff, counselor, and administration. Testing information will be communicated in advance to allow for the best possible testing environment for all students.

#### **SCHOOL DAY**

**7:45 A.M.** Breakfast is served for all students

**7:58 A.M.** Warning bell

**8:00 A.M.** CLASS BEGINS for MS/HS STUDENTS

**3:10 P.M.** MS/HS CLASSES ARE DISMISSED

#### **EMERGENCY CLOSING OF SCHOOL**

If school is closed for any unforeseen reason, it will be announced on KCRG-TV, KGAN-TV, and WMT radio between 6:00 A.M. and 6:30 A.M. The One Call Now automatic calling system will also be used for this communication as described on Page 6.

#### **VISITORS**

No student visitors in classes during the first or final week of any semester.

All visitors must report to the MS/HS office upon entering the school. Parents are always welcome to visit school. Classroom visits by parents are encouraged, but must be arranged in advance with administration. Students who wish to bring visitors to school must obtain a pass from the MS/HS office. A visitor's pass may or may not be issued (this decision will be made by the principal or a designee). A one-day advance notice is requested for all visitors.

#### **SCHOOL PHONES**

The telephones in the school are for business only. Students will not be called from class to the phone, except in an emergency. Parents may call the office and leave a message for their child.

#### **STUDENT PARKING**

Students are to park in the parking lot at the west end of the school and on the southwest end of the school on Barber Street.

Students are encouraged to use common sense when parking and be courteous of others who also drive to school. Students with school permits are limited to only driving between home and school by the most direct route and cannot stop to pick up or drop off other passengers.

All students are encouraged to drive safely. We have many young students to watch out for as we travel to and from school. Parking on school grounds is a privilege and may be revoked for repeated violations. Students may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the office.

**INTERNET POLICY**

Internet access is available to students and teachers at Central City. We are very pleased to have Internet access, as we believe it offers valuable, diverse and unique resources to both students and teachers. In order to gain access to the internet, all students must have on file an annual signed agreement. This agreement must be signed annually by the student's parents/guardians.

**FIRE DRILL**

A fire exit sign is posted in each room. When the fire alarm sounds, all students, faculty, and staff should exit immediately by the route indicated in the room and gather on the sidewalk on the south side of the high school. Students are to assemble in a group with the teacher whose class they were in when the alarm sounded.

**TORNADO DRILL**

A tornado warning will be indicated either through the intercom or by short blasts of an air horn. When the tornado warning sounds, all students, faculty, and staff should move immediately to pre-designated areas.

**APPROPRIATE DRESS POLICY**

Students attending school at Central City Community Schools in grades 6-12 shall comply with the following guidelines regarding appropriate dress on school grounds during the school day and school related functions. Central City's policies are reflective of court decisions that foster suitable academic environments for our children. The Central City District feels strongly that this regulation is in direct line with what the main mission of our school, which is to provide the best education possible for our students.

It is not the intent of the District to establish a strict dress code. In general, it is our purpose to establish guidelines that lead to appropriate attire in the school setting. This would eliminate any type of clothing or personal appearance that would single them out from the majority of the students and would distract from the learning process. Clothing that exhibits or promotes profanity, alcohol, drugs, tobacco, sex, etc... are not to be worn. Blouses/shirts that have spaghetti straps or are strapless are not to be worn without another shirt/blouse that does not have spaghetti straps or is strapless. When standing or walking, the length of the shirt or blouse must be at least covering the beltline. Hats and other headgear may be worn as long as they are not a distraction to the learning environment. The administration has the right to ask students to remove head gear or other learning environment distracting clothing items.

In order to maintain an environment of learning, school attire should be neat, clean and appropriate. Gym shoes are needed for classes in physical education. Any problems relating to the dress regulations will be handled on an individual basis. See Discipline Matrix Codes 135 & 150.

## **SOCIAL RELATIONSHIPS**

Students may hold hands and that will be the extent of physical contact allowed. See Discipline Matrix Code 145 for consequences.

## **HARASSMENT**

Harassment will not be tolerated in the school district. This includes: 1) while students are on school grounds, school district property, or on property within the jurisdiction of the school district; 2) while on school-owned and/or school-operated buses, vehicles or chartered buses; 3) while attending or engaged in school activities; and 4) while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. (See Computer Loan Agreement in the back of this handbook.) Any student that feels that he/she is being harassed should report the violation to a teacher/staff, counselor or administrator. Refer to the Anti-Bullying, Cyberbullying, Harassment document for more information.

## **HOMELESS STUDENT**

A homeless student is defined as a student or youth between the ages of 5 and 21, who has not graduated from a school, who lacks a fixed, regular, and adequate nighttime residence, and includes a child or youth who is living on the street, in a car, tent, or abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends who may or may not have legal guardianship over the child or youth of school age. If you know of any student(s) that meet the definition of homeless, please contact the superintendent. The district will work with any student so identified so said student can further his/her education. The district will attempt to eliminate barriers to enrollment so said child/student can enroll in student.

## **LOCKERS**

Individual lockers are provided and are assigned at the beginning of seventh grade. It is the responsibility of each student to keep the outside of their locker looking neat and free of clutter.

Student lockers are the property of the school. Central City Community School is not responsible for lost or stolen articles. Protect yourself by keeping your locker locked at all times.

It is the policy of the Central City Community School District that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason, may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant. The **personal possessions** of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school must provide

notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by law enforcement or school officials.

All defective lockers should be reported to the high school office. However, the student may be responsible for any damage done to a lock or locker. Students are not to jam the lockers open. See Discipline Matrix Code 420.

#### **BOOK BAGS**

Students are encouraged to use their lockers to store books, etc. Teachers may designate if and where bookbags will be allowed in their classrooms.

#### **PASSES**

Students need to have a pass to be in any other location that varies from their schedule. The pass should originate from the receiving teacher and then be signed from the releasing teacher. The releasing teacher should not feel obligated to sign unless they approve. The pass should not be intended as a request but rather a procedure for accountability. Upon receiving permission to leave an area from a staff member, the student will fill out the pass and then have the staff member sign it. Failure to have a pass may result in disciplinary action. Also, failing to have a pass may result in refusing to grant permission to leave. Forging passes will result in parental contact and Saturday School. This is covered in Code 125 of the Discipline Matrix.

#### **NURSE'S STATION**

Students may visit the Nurse/Health Aide with a required pass. **Students without a pass will not be seen by the Nurse/Health Aide.** The Nurse/Health Aide will not write a pass to get a student out of class.

#### **LEAVING SCHOOL**

If a student needs to leave school during the day he or she must come to the high school office to present a parent note or to call a parent. The student must then sign out. **Any student that does not follow this procedure is truant and will be accountable to the discipline matrix.**

Leaving school without permission for one period or more will result in parental contact and 30 minute detention for a 1<sup>st</sup> offense. A 2<sup>nd</sup> offense will result in parental contact and one day In-School Suspension. A 3<sup>rd</sup> offense will be parental contact and one day Out-of-School Suspension. See Discipline Matrix Code 165.

#### **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to attend Extra-Curricular Activities and support their classmates. In the best interest of all the students and the school, once a student comes to an activity, he/she should stay at the activity. Students will not be allowed to leave the activity without permission of the administration or person in charge. Students, who decide to leave an activity once they have arrived, will **not** be allowed to return even if they want to pay again. For fall and winter sports, students are expected to be in the bleachers unless under the direct supervision of a responsible adult.

## SCHOOL DANCES

Rules and regulations covering all school dances:

- a. All dances must be approved and placed on the calendar at least two weeks in advance.
- b. High school dances will be held separately from middle school dances and students are only allowed to attend the dances pertaining to their grade level.
- c. Dress will be determined in accordance with the type of dance.
- d. Once a student leaves a dance, they will not be allowed to return unless an administrator or his designee granted prior permission.
- e. Students will not be allowed to wear street shoes on the gym floor.
- f. MS dances held on Friday and Saturday nights must conclude by 9:00 p.m. and HS dances by 11:00 p.m., except the Prom, which may conclude later with the permission of the principal.
- g. Any invited student that is not a current Central City student must receive prior permission from the principal to attend and no one 21 and older will be allowed to attend.
- h. **PROM:**  
Freshmen or sophomores can only attend the prom if asked by a junior or a senior. No elementary or middle school students, from any school, can attend the prom or homecoming. Any invited student, not from Central City High School, must bring a picture ID to the Prom. Any senior that graduates at the semester may attend the Spring Prom. Any invited student that is not a current Central City student must receive prior permission from the principal to attend and no one 21 and older will be allowed to attend.

## SCHOOL BUS POLICY

Students riding buses should be reminded that their conduct on the bus is expected to be appropriate. Students who cause problems will be warned and may be suspended from riding the bus for a period of 1-3 days. Immediate suspension(s) may be issued without warning for gross misconduct. Continued behavior problems will result in removal from the bus for up to 9 weeks if deemed necessary.

### Safety Rules

1. Be careful in approaching the place where the bus stops. There should be absolutely no horseplay at the bus stop. Stand back at least 10 feet from the edge of the road. Wait until the bus comes to a complete stop before attempting to board it.
2. Sit in the assigned seat if given by the driver, otherwise get a seat and remain seated facing forward until the bus reaches its destination. Do not move from seat to seat.
3. Keep head, arms, hands, feet, etc. inside the bus. Do not open the window unless instructed to do so by the driver.



4. Loud talking or playing music at high volumes is not permitted as it may distract the driver.
5. Students must keep all items and feet out of the aisles. The driver will let students know where large articles are to be kept.
6. Be very quiet when approaching a railroad track.
7. Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
8. No glass containers allowed on the bus.
9. Students are to board and leave the bus only from the front entrance. When leaving the bus, students are required to remain in their seats until the bus has made a complete stop. The emergency door is to be used ONLY for emergency situations.

### **BUS CONDUCT RULES**

1. The bus is school property and all school rules apply on the bus as well as in the buildings, however some violations may be dealt with severely because of the safety risks involved.
2. Fighting, scuffling, profanity, horseplay are all distractions to the driver and are specifically prohibited.
3. Throwing objects on the bus or out of the windows is not permitted.
4. The driver is to be obeyed at all times and arguing is discouraged.
5. Help look after the safety and comfort of smaller children, rather than teasing or fighting with them. Be courteous to other passengers as well as the driver.
6. Indoor voices are permitted; loud talk or noise is not permitted.
7. Eating/drinking are not permitted on routine bus routes, except when allowed by bus drivers on special occasions.

### **GENERAL BUS RULES**

1. The bus will stop at regular bus stops only.
2. To ride on a bus other than your assigned bus, you must bring written permission from your parents and have it approved by the principal, or in his absence by the superintendent.
3. Be careful not to damage the bus seats. If you notice any damage, report it to the driver immediately. Students will be held responsible for any damage to the bus.
4. Students riding activity buses must ride to and from the activity on the same bus. Exceptions to this rule must be approved well in advance of the activity by the activity supervisor or an administrator. Student participants may not drive to or from their respective activities.
5. The driver will not discharge riders at places other than the regular bus stop, at the student's home or school, unless the student has received proper written authorization from the parent and has had it approved by the appropriate secretary or administrator.

**Anyone having questions concerning bus routes or operation should call the transportation director at 438-6181**

## ACADEMIC ELIGIBILITY (7-12)

The “Scholarship Rule” is a 9-12<sup>th</sup> grade policy but Central City Schools elect to use the following standards and apply those in extra-curricular activities in grades 7-12 (this applies to 6<sup>th</sup> grade students playing in summer activities sponsored by the school):

- A. A student, at Central City, is academically eligible for participation in extracurricular activities providing he/she is passing all classes. Progress reports will be taken at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters and the end of each Semester. There are a total of six grade checks. In order to participate in extracurricular activities, a student must:
1. Be passing all classes at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters. Consequences: Students will be ineligible for 15 calendar days, starting on the day the quarter grades are posted. In addition, any student that is in an extracurricular activity not considered interscholastic athletic by IHSAA, is ineligible for 7 calendar days, starting on the day the quarter grades are posted (excluding Winter Break).
  2. Be passing all semester classes at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester. Consequences: Students will be ineligible for the first period of thirty (30) calendar days in the interscholastic athletic event in which the student is a bona fide contestant (IDE “Scholarship Rule” 36.15(2)). In addition, any student that is in an extracurricular activity not considered interscholastic athletic by the IHSAA, is ineligible for two (2) weeks (14 calendar days), starting on the day the semester grades are posted (excluding Winter Break). Further information on the “Scholarship Rule” can be found on the state athletics website at [www.iahsaa.org](http://www.iahsaa.org).
  3. A student may not fall into double jeopardy if they are failing both a quarter and a semester class. If a student is failing for both a quarter and a semester, the semester grade will trump the quarter and the student will follow the consequences for the semester as outlined in Point A2.
- B. During the period of ineligibility, the student will be able to, and is required to continue to practice in order to fulfill their ineligibility period. Failure to do so will result in the penalty being carried over to the next interscholastic activity in which they participate.

## Academic Eligibility (7-12)

- C. Certain organizations/activities that have curricular obligations are exempt. These include any type of activity in that the student receives an academic grade for a class. (i.e. band/ choir performances). However, the director may determine that an alternative assignment may be used to fulfill that grade for the class.
- D. It is imperative that students place a high priority on attendance. It is also important that students communicate with instructors if and when a concern regarding eligibility arises.
- E. All students must adhere to all rules and regulations for participation in extracurricular activities.
- F. Failure to attend school ½ day will result in the student not being able to practice or participate in extracurricular activities that day. Exceptions are verified doctor appointments, funerals, pre-arranged college visits, and school-sponsored activities.
- G. The Corresponding Rules/Regulations to Applicable Board Policies and the Acknowledgement of Risk for Extra-Curricular Activities form will be required of each student for each activity. The forms are to be read, signed and on file in the 6-12 school office prior to the student being allowed to compete.

**Disclaimer:** The rules and policies outlined above are in accordance with the spirit of placing a priority of scholarship on athletics and activities. As such, the Activities Director reserves the right to alter policies and penalties to ensure that scholarship is of highest priority.

## INTERSCHOLASTIC ATHLETICS

The Board of Education subscribes to the rules and regulations of the Iowa School Athletic Association and the Iowa Girls Athletic Union in their efforts to keep athletics on a high standard of educational values. In order to participate in an evening contest the student must be in school for at least ½ (one-half) of that day (4 consecutive periods). This rule may be altered to fit extenuating circumstances, such as a medical appointment, death in the family or a funeral.

## CODE OF GOOD CONDUCT

Code of Good Conduct/Participation form, at the start of the school year, must be signed by both students and parents and returned to the high school office in order to participate in any school activity or function. Failure to sign and return the Code will result in non-participation in any activity.

## **LUNCH PERIOD**

The MS/HS has a closed lunch program and students are required to remain on school grounds. Students may **walk** home for lunch with annual written parental permission, which must be on file in the Middle/High School office. Students cannot order in food or have it delivered during the lunch period. Vehicles cannot be accessed during this time or any other time unless you have permission from the building administrator. Students may walk to their parents or other family members' home only. Students must return on time. Students are to remain in the Commons or Gym area during lunch. All other areas of the school are off limits.

## **MEAL ACCOUNTING SYSTEM**

Each family, whether it is 1 child or 5, has his or her family lunch accounts. Breakfast, lunch, extra food, and extra milk are all deducted from a family's account. There are no separate "tickets" for these items. Students will be provided with a low/minus balance ticket through their homeroom teacher. Charges for meals will be allowed on that family's account only. No borrowing from another person will be allowed. Meal charges will be allowed up to a negative \$20.00 balance. After that, the student(s) will receive a milk and peanut butter sandwich at no cost to the family. Extra food cannot be purchased if there is a negative balance.

JH/HS students have the option of replacing the main dish with an alternative sandwich daily. They may also purchase extra milk or food with their lunch. In that case, the price of each item must be deducted from their account. Parents need to be aware of this in case their students' accounts are depleting faster than anticipated. For current meal and ala carte prices, contact the Food Service Department. JH/HS students will be responsible for carrying their own card.

**Note:** Students on the free/reduced lunch program will need to prepay or have cash in the account to pay for any extra meals, milk, or ala carte items.

The food service program will provide special meals or accommodations to students with disabilities who have special dietary needs. Contact the Food Service Department for information or if you have questions or concerns.

## **BEVERAGE GUIDELINES**

Almost all of us enjoy a can of pop, juice or other beverage now and then. The following guidelines are designed to help us enjoy them at school.

1. Broken glass is a hazard for all students and staff. Please buy your beverages in cans or plastic bottles. This applies to all drinks including juice, sports drinks, water, etc. Glass containers will not be allowed on school grounds or in the buildings. The consequences of choosing not to follow this guideline are: First time - giving up your beverage to the staff member immediately, whether finished or not. Repeat violations - giving up your beverage to the staff member immediately and possibly receiving other consequences.

2. You may not drink pop in the cafeteria during the breakfast and lunch times. Open containers of any beverage aren't permitted in the building during the school day. Sealed containers of any kind are permitted in student lockers. This includes squeeze bottles. Beverages in the building before and after school are permitted. Students with empty containers are asked to dispose of them in the proper receptacles.
3. Pop, juice, etc. are not allowed during the school day. With teacher permission, students are allowed to have pop or juice on a case by case basis. Water is allowed during the day as long as it does not create a safety issue. (Science labs, PE class, etc...)

### **ATTENDANCE PHILOSOPHY**

We believe students should be expected to attend classes regularly and to be on time in order to obtain the maximum benefit of their instructional program, develop responsibility and self-discipline, and a positive work ethic. Each of these expectations is directly related to adult world expectations and success in each student's life plans.

We believe regular attendance is essential for all students, and educational opportunities attended or missed cannot be duplicated by other methods. Even though a student will be able to make up assignments and tests missed due to excused absences, we put a strong value on the amount and quality of classroom instructional material missed by the student being absent. This material, whether teacher, student or discussion led, and the related implications of direct instruction that were missed, cannot be duplicated nor made up if missed due to absences. Students simply are unable to fully obtain the maximum opportunities from the educational program solely by making up the assignments missed or reading the text.

We believe students who have good attendance records are more likely to achieve higher grades, fully enjoy the entire realm of school life, and receive more employment or educational opportunities following the completion of their high school careers. The patterns of good attendance, self-discipline, and responsibility established through regular school attendance, create a lifelong sense of reliability.

### **ATTENDANCE POLICY**

Parents are expected to notify the Middle/High School office by telephone **prior to 10:00 a.m.** regarding a student's absence on the day of the absence. All absences must be reported within 24 hours (one day) of the absence to be considered excused.

Student Attendance is counted each semester. Student accumulation of absences begins at 0 absences at the beginning of a new school year and then at 0 for the beginning of Second Semester.

**Excused Absences Due to Illness:**

- a. All absences accompanied by a doctor's note will be excused.
- b. All prearranged doctor visits taken during a school day, require a doctor's note upon the return of the student to school. (doctor, chiropractor, dentist, orthodontist etc.)
- c. Parents calling their son/daughter in as "sick" will be able to do so, however; after an accumulation of 6 days – without a doctor's note – student and parent will be notified to discuss excessive absences per semester.
- d. Doctor's notes must be submitted to school within two school days upon the student's return from illness and/or doctor appointments.

**Excused Absences – School/Family:**

- a. Religious Observances
- b. Death in the Family
- c. Legal situation/court appearance – beyond family control
- d. School excused: Job Shadow, College Visit, Field Trip, Sporting Events

**Extended Days Absent – School/Family**

Extended days of absence because of a **family vacation, school function, or other extended leave**, requires students to get an absent form "**Blue Sheet**" from the office. The student will take this form to teachers to have the excused days signed by their teachers and parents, then returned to the office. Blue sheets need to be turned in prior to the student's absence.

**ATTENDANCE POLICY**

**Unexcused Absences:**

- a. Parents/Guardians calling their student into the office does not automatically guarantee the absence as being excused.
- b. Unexcused absences include, but are not limited to: tanning, hair, nails, hunting, fishing, concerts, birthdays, shopping, photography appointments, going to late movies or parents reporting, "My son/daughter will not be in school today," or other ambiguous reasons.
- c. A student may accumulate 6 absences per semester (outside of doctor excused) before violating the attendance policy.

**Consequences of Excessive Excused and Unexcused Absences: (Individual Class Periods are Monitored for Attendance)**

- a. At 10 class period absences: the student will be called into the office to discuss their attendance. Parents/Guardians will be notified by telephone.
- b. At 14 class period absences: a letter will be sent home accompanied by a telephone call verifying attendance concerns. Students will be placed on an **Attendance Contract** at this time.

- c. At 16 class period absences: the student and their parent will appear before the building principal. Written notice regarding this meeting will be sent home.
- d. Students with excessive absences may be subject to the following consequences:
  - a. Loss of assignment credit for days absent.
  - b. The possibility that the loss of assignment credit may result in failure of the class.
  - c. Student name referred to Department of Transportation for Driver's License revocation.
  - d. Student name referred to Linn County Attorney's Office regarding truancy laws.

**Suspensions:**

Suspensions from school (either in-school or out-of-school suspension) will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

**GENERAL ATTENDANCE RULES**

- a. All students who arrive late to school or return from an appointment must sign in with the 6-12 secretary or principal. Parents need to make a telephone call to the office explaining the absence. Failure to do so will result in an unexcused absence; whereby the student will receive no credit for the time missed.
- b. Any student who leaves school early **MUST sign out** with the 6-12 secretary or principal. Students should have a signed parental note or a telephone call to the office explaining the need to leave. Students who leave without permission will receive disciplinary action.
- c. Students who have a doctor or dentist appointment are encouraged to keep these appointments to a half day or less. A doctor's signed note is needed for an excused absence.
- d. The school (secretary, teacher, nurse or principal) may call at any time to confirm the reason for an absence or to check on the location of a student. Parents may be called at their place of employment to confirm excuses.
- e. Students are required to be present at school or at a school sponsored activity a minimum of 1/2 (one half) of the school day (4 consecutive periods) in order to participate in a school athletic or performance activity. This is also true regarding participating in practice sessions.

**MAKE UP WORK**

- a. Students shall receive full credit for work made up due to excused absences. A student will normally be given the same work assigned during the absence plus one day to complete work assigned during the absence, unless there are different arrangements with his instructor. (e.g. 1 day absent = 2 days to complete work; 3 days absent = 4 days to complete work.) If absences are 5 or more consecutive days, the due date may be arranged with the teacher.

Absences due to major illnesses, hospitalization, etc. may be exempted from the cumulated count upon verification.

- b. Work assigned when the student is present in class –but due when they are absent- is still due upon their return. Being absent does not entitle the child to get extra time.
- b. Schoolwork, which is not on time, will most likely result in a reduction of the grade for that work.
- c. Unexcused Absences -- an unexcused absence will be recorded and will result in “no credit” for the class or classes missed and the student will not be allowed to receive credit for make up work missed. Discretion given to the classroom teacher regarding this policy.
- d. Testing Make-Up -- tests must be made up the day a student returns to school from an illness or excused absence, unless arrangements are made with the instructor. Tests missed due to an unexcused absence may not be made up for credit.

**Make-up work, for credit, will not be given for unexcused absences.** Truancy is an absence in which in the judgment of the principal or building administrator indicates a willful and premeditated violation on the part of the student, and/or parent, of the attendance regulations of the school. Some examples of truancy are the following: absent without parent/guardians knowledge, leaving school without permission, or a class skip day. Days or periods when a student is truant are unexcused.

## TARDIES

Tardies are calculated on a per semester basis. Students are considered late to school when they are not in the classroom by 8:00 a.m. If you arrive at school after 8:10, you must get a pass from the office to enter your classroom. A student is considered absent from the first hour if they miss more than 10 minutes of class.

### **Students must be in their first hour class on time:**

- 1 to 5 minutes late = classroom tardy
- 5-10 = late to school tardy
- 10+ minutes = Absence/Truancy
- 4 Late to School Tardies = Parent Contact
- 5 Late to School Tardies = 30 Minute Detention
- 6 Late to School Tardies = 30 Minute Detention
- 7 Late to School Tardies = 1 Day OSS
- 8 Late to School Tardies = Intervention plan  
(Student/family/Admin)

## TRUANCY LAW

This Law applies to all students who are younger than 16 years old at the beginning of the current school year. Compulsory attendance is mandatory. Students who fall under law and are deemed truant by the administration will be turned in to the Linn County Attorney for legal action, if other means to remedy the absence situation fail.



## **LATE HOMEWORK POLICY**

All homework must be turned in on the day and class period it's due. Partial or no credit will be given for late homework in accordance with the individual teacher's late work policy.

## **A NOTE TO PARENTS:**

The school will work with parents and students regarding attendance. We ask for your cooperation as we place strong emphasis on good attendance and a positive daily outlook towards a sound education.

The Central City Community School District reserves the right to waive this attendance policy and exceptions may be made by the discretion of the building level administrator or superintendent.

## **FIELD TRIP PERMISSION SLIP**

Permission for field trips will be a case-by-case basis and we will utilize online registration parent signature through PowerSchool registration.

These forms are available in the office. The student must return this completed form to the activity sponsor on the afternoon 3 days prior to the day of the activity or before. It must be presented to each teacher for every class that will be missed. All work assigned prior to the field trip day, unless arrangements are made with a particular teacher, must be done in advance or the student does not go on the trip.

## **ELECTRONIC DEVICES**

Fire pagers are allowed in school, if the fire chief of the department has contacted the principal regarding those individuals. See Discipline Matrix Code 140.

Unauthorized use of laser pens are not allowed either at school or activities, home or away. Unauthorized use will result in the pen being confiscated for a period of time, to be determined by the principal.

## **CELL PHONES**

Students may have their cellphones in school and are able to use their cell phones before and after school for calling and text messages. In addition, we allow students the use of their cell phones during passing periods and lunch. Students may not use their phones during classroom time for any reason unless given permission by a staff member. Cell phones should be turned off during classroom time. **Again, cell phones should not be seen or heard during classroom time. They can be used during passing times and lunch.**

1<sup>st</sup> Offense= Detention with parent contact

2<sup>nd</sup> Offense=Detention with Parent Pick-Up

3<sup>rd</sup> Offense=1 Day Out of School Suspension with Re-Entry Meeting with Parent.

4<sup>th</sup> Offense=Student will not be allowed to bring cell phone to school and 3 Days Out-Of-School Suspension.

5<sup>th</sup> Offense=To be determined by administration.

We feel this policy is more than fair. We ask for your cooperation in limiting the distractions of cell phones throughout the school day. If we continue to have issues with

cell phones, we will go to a “No Cell Phone in School” policy. We are working with the student body to make a fair policy, so please respect and honor the policy.

#### **CELL PHONE CAMERAS**

Any time, on school grounds, violation of an individual rights or any other misuse of a cell phone camera happens it is a serious violation and each will be dealt with accordingly.

#### **STUDENT CONDUCT**

Parents and students desire a safe, orderly environment in our school. Students deserve the very best circumstances in our school for a quality educational experience. On occasion some students may violate rules, which are established to provide that quality-learning environment.

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 (this includes usage of laptop computers) in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other 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, Saturday School, suspension, probation, and expulsion. Students may not always agree with a staff member and there are proper ways to handle this type of situation. Consequences for those students that are disrespectful to a staff member will include some or all of the following: detention, removed from the classroom/setting, suspended, parental meeting or expulsion. See the Discipline Matrix and the PBS Matrix on pages 47-51.

#### **ELEMENTARY SCHOOL**

MS/HS students are **not** to be in the elementary school area without permission. Students in this area without permission or causing a disruption risk receiving disciplinary action.

#### **CARE OF SCHOOL PROPERTY**

Students are expected to take care of school property including, but not limited to, desks, chairs, books, lockers and school equipment, such as the laptop computers. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property through vandalism, misuse or inappropriate student actions may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

#### **DETENTION**

Student conduct that interferes with the learning process of anyone will be handled in a fair and consistent manner. Teachers may use detentions up to 30 minutes, before or after

school to deal with behavior that is deemed inappropriate. All staff will talk with students in a positive manner during detention so that the matter is brought to a successful conclusion. These detentions are to be served after school the day the student was notified, or the morning or after school of the next school day. Students that fail to serve the short detentions will be referred to the principal.

Students that are referred by a staff member to the principal for not serving detentions with them will serve a detention in the high school office. This detention will be served on either the nearest Tuesday or Thursday office detention unless detention time is arranged otherwise. There will be no break up of time. Failure to serve the detention will result in the student attending Saturday School. Repeated detentions may result in a suspension.

The principal may also give detentions for other infractions not mentioned in the above paragraph. Failure to serve the detention will result in the student attending Saturday School. See Discipline Matrix Codes 180 & 185.

## **SUSPENSION**

Board Policy 5070 -- Students who continue to violate rules of conduct or established attendance requirements, who refuse to avail themselves of the learning opportunities provided, or whose presence is detrimental to the best interests of the school and/or other students may be suspended by the appropriate building administrator. The suspension shall not exceed ten school days.

Suspensions may be invoked for such actions as:

1. Threat to or assault on any school employee
2. Attack on another student
3. Threat of physical assault on another student to obtain money or other materials of value
4. Damage of school property
5. Possession of a weapon
6. Use, sale, or possession of narcotics, tobacco, intoxicating liquors, or other harmful substances
7. Open or persistent defiance of authority and/or school rules and regulations
8. Theft
9. Failure to abide by corrective measures, such as detention for previous violations of school rules
10. Profanity
11. Use of tobacco, vapes or any electronic smoking device
12. Others as determined by the administration

1st Offense - one to ten days out of school

2nd Offense - one to ten days out of school and placed on a contract

3rd Offense - recommendation of an alternative schooling program or expulsion

## **DUE PROCESS**

The administration, in student suspension cases, shall provide the following due process procedures:

1. The building principal shall notify the student of the situation.

2. The building principal may elect to hold a conference with the student prior to suspension. However, when in the opinion of the principal, the student's presence represents a danger to persons or school property or is a threat of disruption to the education process, the student may be immediately suspended. The notice and hearing shall follow as soon as practical.
3. The student shall be given an opportunity to give his/her version.
4. The parent(s) or legal guardian shall be informed of the suspension.
5. The superintendent may be involved in the initial suspension, if the building principal is not available.
6. In order for any student to receive credit while on suspension, he/she must contact their teacher and complete all work that is assigned during the suspension. A suspended student is not to come to school during the school day to receive assignments, however, prior arrangements may be made in lieu of coming to school prior to 8:00am.
7. Students are to be at home from 8:00am to 3:10pm on the days they are suspended. Students are also suspended from participating in/attending any activities in the 24-hour period of each suspension, starting at 8:10am the day of the suspension. Failure to abide by this may result in further discipline.

## **CONTRACT**

A contract is a written statement of stipulations created by the Counselor/At-Risk Coordinator/Principal to aid in helping a student graduate.

## **EXPULSION**

Board Policy No. 5080 -- A student may be expelled, by the Central City Board of Education, whenever the student's behavior materially or substantially interferes with the education process or constitutes an extreme act of violence. Also, repeated or continuous misconduct of the nature specified in Policy No. 5070 may be cause for expulsion. The Central City Board of Education shall afford the student the right to appropriate due process procedures.

The following procedure shall be followed in cases of student expulsion:

1. The appropriate building principal shall make recommendations for expulsions.
2. If, in the judgment of the superintendent, expulsion is merited, the superintendent shall notify the student and parent(s) or legal guardian(s) of the charges. The time, place, and date of the hearing shall be included in the notification of charges.
3. The student and parent(s) or legal guardian(s) shall have the right to be present.
4. The student may be represented by legal counsel. There shall be an opportunity to present evidence and examine witnesses.

5. If the superintendent, after the hearing, determines expulsion is appropriate, he/she shall recommend the action to the Board of Education. The superintendent shall, in writing, inform the student and his/her parent(s) or legal guardian(s) of the time, date, and place of the Board hearing.
6. The Board shall hold a hearing and the student, parent(s) or legal guardian(s) and legal counsel may be present.
7. A verbatim record of the Board hearing shall be made, and a written decision and finding of facts shall be issued by the Board. The action of the Board shall be reported, by registered mail, to the student and parent(s) or legal guardian(s) within 72 hours.
8. The decision to expel may be appealed to the courts.

#### **ADDITIONAL RIGHT OF APPEAL**

A student who is expelled has the statutory right to appeal to the State Board of Education. When expelled by the Board, a student may be readmitted only by the Board.

#### **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, desks, work areas, computers, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope 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 also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, vapes, electronic smoking devices, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

#### **HEALTH SERVICES**

The school health aide will provide necessary medical attention to all students who need it during the school day. Students who become ill during the school day must get a pass from the office or a teacher prior going to the school health aide. The health aide will determine if it is necessary for the student to go home, and will contact the parent.

The student shall report to the high school office with a pass from the health aide if he/she is being sent home. A student may not simply leave school because he/she feels ill; the health aide must authorize being sent home and the MS/HS must be notified.

Students who have medical appointments during the day must have a parent call indicating the appointment and time necessary for leaving school. This call should be made to the attendance office in the morning prior to the start of school. The student must sign out at the office before leaving for the medical appointment. All students missing school because of

doctor or dental appointments must bring a slip from the medical office in order for the absence to be excused.

## **MEDICATION POLICY**

The Central City Community School District authorization form signed by the parent or legal guardian must be on file for each medication to be given during school hours. Only medication prescribed by a physician will be given by the health aide. Non-prescription drugs may not be dispensed by school personnel certified to do so. Non-prescription drugs will only be dispensed under the following circumstances:

## **MEDICATION POLICY**

1. If non-prescription medications must be given at school, only a daily dosage may be sent.
2. The daily dosage must be accompanied by the proper form giving the following information:
  - a. Name of student
  - b. Name of medication
  - c. Dosage required
  - d. Time of administration at school
  - e. Time of last dosage at home
  - f. Date of request
  - g. Parent's signature

All medications will be kept in a closed locked container. Only the health aide or certified personnel will have access to the container. Parents must fill out and return the medication release form.

## **SUMMARY**

This handbook is written to give the best possible opportunity for teachers to teach, parents to support, coaches to coach, and students to learn and participate. This handbook acts as a guideline so that the school can run smoothly.

## **QUESTIONS AND CONCERNS**

On occasion district patrons may have a question or concern about school. Please follow the guidelines to bring about a timely and thorough response to the question.

1. If the situation stems from a teacher or other staff member, set up an appointment to see that individual for answers or explanations. District patrons are asked not to interrupt a teacher during class to answer your questions, but rather set up an appointment.
2. Failure to get satisfaction from this procedure or if the problem is administrative in nature, see the principal responsible for that employee or general area.
3. If neither of the preceding steps yields a solution or if responsibility does not lie with the principal, call the matter to the attention of the Superintendent.
4. After a thorough discussion with the superintendent, the matter is not resolved, district patrons may request placement on the board agenda for the next regularly scheduled meeting. This request is made to the Superintendent.

## **QUESTIONS AND ANSWERS**

The Board of Education, by common agreement, has an established policy that all questions or complaints be handled in the above manner. Board members have also agreed that no individual member may speak for the Board. Your cooperation in following the above guidelines will be appreciated.

## Anti-Bullying/Cyber-bullying/Harassment

Harassment, initiations, hazing, 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:

- A. 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.
- B. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  1. Tell a teacher, counselor or principal
  2. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - a. What, when and where it happened
    - b. Who was involved
    - c. Exactly what was said or what the harasser or bully did
    - d. Witnesses to the harassment or bullying
    - e. What the student said or did, either at the time or later;
    - f. How the student felt
    - g. 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 of 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 verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- A. Places the student in reasonable fear of harm to the student's person or property
- B. Has a substantially detrimental effect on the student's physical or mental health
- C. Has the effect of substantially interfering with the student's academic performance
- D. Has the effect of substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- A. Verbal, physical or written harassment or abuse
- B. Pressure for sexual activity
- C. Repeated remarks to a person with sexual or demeaning implications
- D. 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:

- A. Verbal, physical, or written harassment or abuse
- B. Repeated remarks of a demeaning nature;
- C. Implied or explicit threats concerning one's grades, job, etc.
- D. Demeaning jokes, stories or activities

Cyber-bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered **cyber-bullying**. Use of personal communication devices or district property to harass, intimidate or bully another is prohibited. Examples of **cyber-bullying** include, but are not limited to:

- A. Sending or posting mean, vulgar, or threatening message or images
- B. Posting sensitive, private information about another person
- C. Targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment.



**PARENTAL AUTHORIZATION  
FOR RELEASING STUDENT DIRECTORY INFORMATION**

The Central City Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy (No. 5101) is available for review in the high school office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have not objection to the use of student information, you do not need to take any action.

.....

**RETURN THIS FORM**

Central City Community School District Parental Directions to Withhold  
Student/Directory Information for Education Purposes, for 2021 – 2022 school year.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

\_\_\_\_\_  
Date

**CENTRAL CITY COMMUNITY SCHOOL**  
**Extra-Curricular Department Code of Good Conduct/Participation**  
**2022 – 2023**

It is the feeling of those concerned with the development of the youth attending Central City Community Schools, that membership and participation in extra-curricular activities does have a positive effect on the development of good and constructive attitudes for future citizenship.

Central City Schools elects to use the following policies and apply those in extra-curricular activities in grades 7-12. (This applies to 6<sup>th</sup> grade students playing summer activities sponsored by the school.)

Our policy is written with the best interests, and with the good health and safety of all our students in mind. Co-curricular activities are viewed as an integral part of the educational process and a privilege for all students. Activities are a choice or an option. With this choice comes the responsibility of maintaining high standards of behavior. Students who participate in activities are in the public eye and are viewed as important role models.

These rules are not intended to punish, but rather, act as guidelines to promote dedication, discipline, loyalty, integrity, good conduct, good citizenship and pride.

Activities and Organizations subject to the Good Conduct Policies include all athletic programs, non-curricular band and choral activities\*, non-curricular FFA\*, speech, cheerleading, dance/drill team, theater/ drama, and robotics.

\*A curricular band, choral, or FFA activity is any performance that is required of all band, choir, or FFA students as part of their grade

**Any student will (upon investigation and verification) lose eligibility under the Code of Good Conduct Rule for any of the following behaviors:**

- Possession, use/ consumption, or purchase of tobacco products in any form, regardless of the student's age.
  - Possession, use/ consumption, or purchase of alcoholic beverages.
  - Possession, use/ consumption, selling, or purchase of illegal drugs or unauthorized possession, use/ consumption, or purchase of otherwise lawful drugs.
    - It should be noted that this policy goes beyond the legal definition of possession. It also includes poor judgment; such as knowingly being in the presence of alcohol or controlled substances.
  - Possession, use/consumption, purchase, or selling of any vaping product or e-cigarette.
  - Engaging in any act that would be grounds for arrest or citation (theft, vandalism, or doing other serious offenses) in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, or convicted for the acts.
  - Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities) hazing, bullying or harassment of others.
- Co-curricular participants must conduct themselves in an exemplary manner at all times.

Bullying/Harassment violations will be processed under the same policy as school bullying and harassment cases.

-The following electronic communication conveyed by internet or an electronic device is prohibited: bullying/ cyber-bullying, sexting, coercion, extortion, making threats of violence or harm, or any other computer related crimes that impact the educational environment.

-Sexting is defined as sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer, or other electronic device.

\*CCHS Coaching Staff/Instructors/Directors and Administration reserve the right to include other infractions deemed inappropriate that are not in keeping with a “Good Conduct” pledge/agreement. These rules shall be presented in writing to the participants at the beginning of the season.

In the event an athlete admits or is found in violation of the above, by a hired employee of Central City Community School District or law enforcement official, shall immediately be declared ineligible for extra-curricular competition. This policy applies to student behavior in and out of school during the school and summer months. The rules apply in season and out of season, 365 days per year. This policy applies to all students. It does not matter if you are of legal age or not. If there is no offense within two years of the first offense occurring for a 6-12th grade student, the count will reset for that student/athlete after the second year of a clean record. If they were to commit an offense again after that two-year window, they would begin under the 1st offense protocol.

**1<sup>st</sup> Offense** – Three weeks suspension from activities. Suspension will start with the first competition date after the student has been found in violation of the Good Conduct policies. The student must remain out for the activity and practice while ineligible. If fewer than the required number of weeks remain at the time of the violation, the ineligibility shall carry over into the next athletic season in which the student normally participates, or has participated in the past. If the sport has not started when the infraction occurred, ineligibility begins on the first competition date of that sport. Students must continue to attend all practices. If a student drops out of an activity prior to completion of the ineligibility period or competition of the activity (the student must stay out for the entire season, not just the time of ineligibility), the full penalty will be enforced during the student’s next activity. This also includes enrollment in an appropriate program of help as determined by the administration or the legal system. Parent involvement in the program is encouraged. If the enrollment does not occur, then the consequence is one calendar year. All costs/fees for the program of help are the responsibility of the parents or legal guardian of the student. If a student violates the Code of Conduct while ineligible due to an earlier violation, the penalty for the subsequent offense will be added on at the completion of the earlier penalty.

**2<sup>nd</sup> Offense** – Six weeks suspension from activities. (Three weeks suspension from activities and 20 hours of Community Service may be substituted.) This includes the above-mentioned guidelines.

**3<sup>rd</sup> Offense** – One calendar year suspension from activities. This includes the above mentioned guidelines. This also includes enrollment in an appropriate program of help as determined by the administration or the legal system. Parent involvement in the program is encouraged. If the enrollment does not occur, then the consequence is a permanent suspension. All costs/fees for the program of help are the responsibility of the parents or legal guardian of the student.

**Sportsmanship is a vital part of any athletic sport.** Often coaches have certain team rules that cover unsportsmanlike behavior. However, any student, who is ejected from a competition for unsportsmanlike behavior, will be ineligible for the next competition date after the ejection at the level he/she is competing as outlined by state guidelines. The student must remain out for the activity while ineligible. If fewer than the required number of competitions remain at the time of the violation, the ineligibility shall carry over into the next athletic season in which the student normally participates, or has participated in the past. Students may also be subject to an offense of the good conduct policy depending on the nature of the ejection.

### **ACADEMIC ELIGIBILITY**

The “Scholarship Rule” is a 9-12<sup>th</sup> grade policy but Central City Schools elects to use the following standards and apply those in extra-curricular activities in grades 7-12 (this applies to 6<sup>th</sup> grade students playing summer activities sponsored by the school):

A. A student, at Central City, is academically eligible for participation in extracurricular activities providing he/she is passing all classes. Progress reports will be taken at the mid-term and at the end of each Semester. This is a total of four grade checks. In order to participate in extracurricular activities, a student must:

1. Be passing all classes at the mid-term of the 1<sup>st</sup> and 2<sup>nd</sup> Semesters. Consequences: Student will be ineligible for 15 calendar days, starting on the day the mid-term grades are posted. In addition, any student that is in an extracurricular activity not considered interscholastic athletic by the IHSAA, is ineligible for 7 calendar days, starting on the day the quarter grades are posted (excluding Winter Break).
2. Be passing all semester classes at the end of the 1<sup>st</sup> and 2<sup>nd</sup> Semester. Consequences: If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days, beginning on the first contest date in that sport/activity or next contest date if the semester falls during a season, (these days are set and outlined by the IHSAA and IGHS AU on their websites) in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed

in the sport previously. Students in baseball or softball have the same penalty as all other students. In addition, any student that is in an extracurricular activity not considered interscholastic athletic by the IHSAA or IGHSAA, is ineligible for two (2) weeks (14 calendar days), starting on the day the semester grades are posted (excluding Winter Break) Further information on the "Scholarship Rule" can be found on the state athletics website at [www.iahsaa.org](http://www.iahsaa.org).

- B. During the period of ineligibility, the student will be able to, and is required to continue to practice in order to fulfill their ineligibility period. Failure to participate in all practices/contests without obtaining approval ahead of time from the coach, unless an illness strikes or other serious situation arises that the coach and administration later approve, will result in the penalty being carried over to the next interscholastic activity in which they participate.
- C. Certain organizations/activities that have curricular obligations are exempt. These include any type of activity that the student receives an academic grade for a class. (i.e. band/choir performances, FFA). However, the director may determine that an alternative assignment may be used to fulfill that grade for the class.
- D. It is imperative that students place a high priority on attendance. It is also important that students communicate with instructors if and when a concern regarding eligibility arises.
- E. All students must adhere to all rules and regulations for participation in extracurricular activities.
- F. Failure to attend school ½ day will result in the student not being able to practice or participate in extracurricular activities that day. Exceptions are verified doctor appointments, funerals, pre-arranged college visits, and school-sponsored activities.
- G. The Corresponding Rules/Regulations to Applicable Board Policies and the Acknowledgement of Risk for Extra-Curricular Activities form will be required of each student for each activity. The forms are to be read, signed and on file in the 6-12 school office prior to the student being allowed to compete.

The rules and policies outlined above are in accordance with the spirit of placing a priority of scholarship on athletics and activities. As such, the Activities Director reserves the right to alter policies and penalties to ensure that scholarship is of highest priority.

The Board of Education subscribes to the rules and regulations of the Iowa School Athletic Association and the Iowa Girls Athletic Union in their efforts to keep athletics on a high standard of educational values. In order to participate in an evening contest the student must be in school for at least ½ (one-half) of that day (4 consecutive periods). This rule may be altered to fit extenuating circumstances, such as a medical appointment, a death in the family or a funeral.

Code of Good Conduct/Participation form, at the start of the school year, must be signed by both students and parents and returned to the 6-12 office in order to participate in any school activity or function. Failure to sign and return the Code will result in non-participation in any activity.

After reading the Code of Conduct/Participation, keep it in a place where you can be reminded of your commitment.

## **DUE PROCESS**

**STEP I:** The administration will determine if a violation of the student Good Conduct Code has occurred. The Activities Director will meet with the student. The student abides by the Activities Director's decision.

## **DUE PROCESS**

**STEP II:** A student may appeal the decision of the Activities Director within three (3) school days or five (5) calendar days, whichever comes first, to the high school Principal. The appeal will be presented to a committee that consists of two teachers (chosen by the principal) and the high school Principal. The committee shall hear the facts and render a final decision. The penalty will be in effect until reversed.

**STEP III:** If the student is dissatisfied, he or she may seek further review by the superintendent. The student may obtain review of this determination by the superintendent by contacting the superintendent within three (3) school days or five (5) calendar days, whichever comes first, of being advised of the appeal committee's decision. The grounds for review by the superintendent are limited to the following; the student did not violate the Code of Conduct; the student was given inadequate due process in the investigation and determination; the penalty is in violation of board policy. The penalty will be in effect until reversed.

## OTHER STIPULATIONS

- A. Whenever a student violates the rules, regulations, the disciplinary policy of the school or is involved in fighting or hazing, the Principal may declare him/her ineligible. This ineligibility could include any activity including Prom, dances, etc., at the discretion of the administration.
- B. The student may be required to perform school or community service as part of this process.
- C. Students who are suspended from school will be declared ineligible for activities. Students may rejoin the activity at the conclusion of the suspension.
- D. School equipment/uniforms shall be returned in accordance with the coach/sponsor procedure. Indefinite suspension from activities shall result until the school property is returned in reasonable condition or restitution is made.
- E. A student may not go out for a sport/activity they normally don't go out for in order to serve a suspension that would result in freeing them up to participate in another sport/activity they prefer unless they have the permission of the Principal and Superintendent. Sometimes the participation in another sport/activity could be deemed helpful to the student and thus, encouraged. Students must complete the activity or season, attend all practices and meet the guidelines of the individual as established by the coach/sponsor/team/group or the suspension would carry over into the next activity that the student participates in.
- F. Citizenship: Students must respect and obey the law, conducting themselves both in and out of school, during the school year and summer months, in a manner as to not bring discredit upon the Central City Community School District. The Principal determines judgment of action.
- G. Specific Provisions: School teachers/coaches/sponsors establish rules and procedures for their areas of responsibility. Students must follow these rules and procedures or be subject to disciplinary action.

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



**DETACH, FILL OUT AND SIGN ALL AREAS BELOW**

**CODE OF CONDUCT/PARTICIPATION**

“I have read and understand the attached ‘Co-curricular Code of Conduct’. I understand that these are the standards of conduct expected of me in return for the privilege of representing Central City Community School in all forms of activities.”

\_\_\_\_\_ Student \_\_\_\_\_ Date

\*\*\*\*\*

**CODE OF CONDUCT/PARTICIPATION**

“I have had the opportunity to read the attached ‘Co-curricular Code of Conduct’. I understand that these are the standards of conduct expected of my son/daughter in return for the opportunity to represent Central City Community School in all forms of activities.”

\_\_\_\_\_ Parent \_\_\_\_\_ Date

**AWARENESS OF POTENTIAL INJURY:**

“I, the parent/guardian of \_\_\_\_\_ am aware that participation in sports may be a dangerous activity involving many risks of injury and may even result in death.”

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date

\*\*\*\*\*

**PARENTAL INSURANCE WAIVER**

Student’s Name \_\_\_\_\_

“I, the undersigned, feel we have adequate insurance protection for our son/daughter while practicing or participating in Interscholastic Sports or other School Sponsored Activities.”

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date

\*\*\*\*\*

**This sheet must be completed and on file in the Nurse’s Office before you may publicly represent Central City Community School in any Interscholastic Sport or School Sponsored Activity.  
2022–2023 School Year**

## **INTERNET – APPROPRIATE USE**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student (*may, with the permission of the supervising teacher,*) be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

## **INTERNET – APPROPRIATE USE REGULATION**

- I. Responsibility for Internet Appropriate Use.
  - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
  - B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
  - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access.
  - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
    - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
    - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
    - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of network resources.
    - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
    - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
    - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
    - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- III. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet using the prescribed form.
- IV. Student Use of the Internet.
  - A. Equal Opportunity – The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands of each terminal.

## INTERNET – APPROPRIATE USE REGULATION

### B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through (*the supervising teacher's account/their own account.*) Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.

C. Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

### V. Student Violations – Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for up to three weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of four weeks.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for one semester or for the balance of the school year.

**INTERNET APPROPRIATE USE VIOLATION NOTICE**

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

\_\_\_\_\_ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period of a minimum period of four weeks.

\_\_\_\_\_ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a minimum period of four weeks.

\_\_\_\_\_ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of one semester or the balance of the school year.

## INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet at CCCSD. A vast domain of information is contained within the Internet's libraries and it can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic school mail addresses may issued to students. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

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

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

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Please sign the form if you would like your child(ren) to be granted Internet access and return the permission form to the school. This form will cover your student(s) during their Central City career. To revoke, please send written correspondence making that request to: Central City Community School District, 400 Barber Street, Central City, Iowa 52214

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
School Level: (Circle one) CC Elementary, CC Junior High, or CC High School

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
School Level: (Circle one) CC Elementary, CC Junior High, or CC High School

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
School Level: (Circle one) CC Elementary, CC Junior High, or CC High School

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
School Level: (Circle one) CC Elementary, CC Junior High, or CC High School

\_\_\_\_\_  
(Parent or Guardian's signature) Date \_\_\_\_\_

## INTERNET ACCESS PERMISSION LETTER TO **STUDENT**

A vast domain of information is contained within the Internet's libraries and it can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic school mail addresses may be issued to students. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

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

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Please sign the form to be granted Internet access and return the permission form to school. This form will cover you during your Central City career.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
School Level: (Circle one) CC Elementary, CC Junior High, or CC High School

\_\_\_\_\_ Date \_\_\_\_\_  
(Student signature)





## TERMS OF USE – STUDENT FORM

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Last Name) (First Name)

Home Phone#: \_\_\_\_\_

**One Lenovo Laptop & charger are being lent to Borrower and 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.**

**This equipment is, and at all times remains, the property of Central City Community Schools of Central City, Iowa, and is herewith lent to the student for educational purposes only for the Academic School year.**

- **Student may not deface or destroy this property in any way.**
- **Inappropriate use of or excessive damages to the machine may result in the student losing his/her right to use this computer.**
- **The equipment will be returned to the school when requested by Central City Community School District, or sooner, if the student withdraws from Central City Community School District prior to the end of the school year.**
- **The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Central City Community School District Code of Conduct, as well as local, state, and federal statutes.**
- **Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement.**
- **One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student/borrower to which it has been assigned. The student/borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.**
- **The student/borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.**
- **The Central City Community School District network is provided for the academic use of all students and staff. The student/borrower agrees to take no action that would interfere with the efficient, academic use of the network.**
- **Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements.**
- **Additional stickers, labels, tags or markings are not to be added to the laptop or the carrying case.**
- **An email account may be available for each student/borrower to use for appropriate academic communication with other students and staff members.**
- **It is the student/borrower's responsibility to regularly back up his/her files to the server, USB, blank DVD or to blank CD-R's.**
- **The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.**
- **Borrower acknowledges and agrees that if the Borrower deliberately damages and/or destroys or through negligence damages and/or destroys a laptop they will be held liable for the replacement or repair cost of the laptop and will not be allowed use of a laptop for a minimum of one school year. Repair and/or replacement costs can be repaid to the District through community service or payment plan if the Borrower is unable to repay this District at one time.**
- **Borrower acknowledges and agrees that if the Borrower loses their laptop privileges they will be required to do the same work as other students only using more traditional methods. Borrower acknowledges and agrees that Borrower's use of the**
- **There will be a \$20 fee for each repair incident per machine which will be determined by the Information Technology Department.**

**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 the same in good condition and repair upon request by Central City Community School District.**

Student Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Grades 6-12

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.

<b>CODE</b>	<b>BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEAT OFFENSES</b>
<b>105</b>	Inappropriate Language (i.e. profanity, etc.).	30-minute Detention and parental contact by Teacher/Staff.	30-minute Detention and parental contact by Teacher/Staff.	Referred to Office. Parental Contact, Saturday School/ISS/OSS will be given.
<b>110</b>	Any act which disrupts the normal educational process. For Example: Disruption of class, disrespectful behavior	Teacher will redirect the student, then give a 30-minute detention, then have the student go to the office. If a student is sent to the office, parental contact by the teacher.	Teacher will redirect, give a 30-minute detention, and then have the student go to the office. If a student is sent to the office, parental contact by the teacher.	Teacher will redirect, give a 60-minute detention, and then have the student go to the office. In addition, teachers/staff will make parental contact. In addition, the principal will give one of the following: ISS/OSS.
<b>115</b>	Insubordination/refusal to follow a reasonable request of a staff member.	Give a 30-minute detention, and then have the student go to the office. In addition, teachers/staff will make parental contact.	Teacher/staff will have the student go to the office. Saturday School. Parental contact.	Teachers will have students go to the office because of repeat offenses. Parental Contact. In addition, students will receive one of the following: 1 Day of ISS/1 day of OSS.
<b>120</b>	Removal from class	Conference with principal and any consequences given by the teacher	Conference with principal, 30 minute detention and parental contact.	Conference with principal, parental contact, 1 day of ISS/1 day of OSS/loss of credit in the class.
<b>125</b>	Dishonest/deceitful behavior. For Example: Falsifying passes, signatures, etc.	Parental Contact. Saturday School.	Parental Contact. 3 days of ISS.	Parental Contact. 5 days of OSS.
<b>130</b>	Cheating or plagiarizing on a class assignment or activity.	Grade of zero on assignment or activity. NO retake for credit and parent contact by staff member.	Grade of zero on assignment or activity. NO retake for credit and parent contact by staff member.	Grade of zero on assignment or activity. NO retake for credit and parent contact by staff member.
<b>140</b>	Cell Phone Violation	30-minute detention and student pickup of phone at the end of the day.	30-minute detention and parents must pick up the phone from the office.	3 <sup>rd</sup> offense-1 day of OSS and parent re-entry meeting 4 <sup>th</sup> offense-student not allowed to bring cell phone to class and 3 days OSS
<b>145</b>	Public Display of Affection	Warning.	15-minute detention and Parental Contact.	Parental Contact, 30-minute detention/School School/1 day of ISS/1 day of OSS.

<b>CODE</b>	<b>BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEAT OFFENSES</b>
<b>150</b>	Violation of Appropriate Dress Policy	Students will be asked to change clothes, add clothes, etc. in order to be compliant.	Students will be asked to change clothes, add clothes, etc. in order to be compliant. 30-minute detention. Parental Contact.	Students will be asked to change clothes, add clothes, etc. in order to be compliant. In addition, the student will receive a Saturday School. Parental Contact.
<b>155</b>	Absences from class.	At 10 (non-doctor, non-funeral, non-school activity) absences per semester, students and parents are notified.	At 14 (non-doctor, non-funeral, non-school activity) absences per semester, parental meeting required.	At 16 (non-doctor, non-funeral, non-school activity) absences per semester, students will be placed on an attendance plan that could include Linn County Truancy Office.
<b>160</b>	Failure to attend school at least ½ day.	Students will not be able to practice or participate in extracurricular activities that day.	Students will not be able to practice or participate in extracurricular activities that day.	Students will not be able to practice or participate in extracurricular activities that day.
<b>165</b>	Leaving school/class without prior permission	Leaving for one period or more – 30-minute detention. Parental Contact. (This also includes leaving during lunch and Homeroom)	Leaving for one period or more – 1 day of ISS. Parental Contact. (This also includes leaving during lunch and Homeroom)	Leaving for one period or more – 1 day of OSS. Parental Contact. (This also includes leaving lunch and Homeroom)
<b>170</b>	1 <sup>st</sup> Hour non-doctor tardies	Parental contact on 3 tardies. On the 6 <sup>th</sup> tardy (excused or unexcused) in a semester, students will attend Saturday School. Parental contact.	On the 8 <sup>th</sup> tardy (excused or unexcused) in a semester, students will attend Saturday School. Parental contact.	On the 10 <sup>th</sup> , etc. tardy (excused or unexcused) in a semester, students will receive 1 day of ISS. Parental contact.
<b>175</b>	Unexcused tardy to class/study hall	30-minute detention. Parental contact by teacher.	30-minute detention. Parental contact by teacher.	Sent to the office. Parental contact. Saturday School.
<b>180</b>	Failure to attend detention given by a staff member.	1-hr detention given. Parental Contact.	Saturday School. Parental Contact.	1 day of ISS/1 day of OSS. Parental Contact.
<b>185</b>	Failure to attend 1-hr detention.	Saturday School. Parental Contact.	Saturday School. Parental Contact.	1 day of ISS/1 day of OSS. Parental Contact.
<b>195</b>	Unsafe driving on or around school property.	Warning. Parental Contact.	30-minute detention and Parental Contact. Law enforcement contacted.	Parental Contact, School School/1 day of ISS/1 day of OSS. Law enforcement contacted.
<b>205</b>	Any action that affects the intranet or internet system that results in or may result in the disruption of the educational process.	Students will lose access to computer usage for a minimum of 45 school-days unless under the direct supervision of a staff member. Parental Contact.	Students will lose access to computer usage for a minimum of 1 calendar-year unless under the direct supervision of a staff member. Parental Contact.	Students will lose access to computer usage for the remainder of time at Central City unless under the direct supervision of a staff member.

<b>CODE</b>	<b>BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEAT OFFENSES</b>
<b>210</b>	Vandalism – malicious intent to harm and destroy data. Uploading or creation of viruses.	Time is limited to use of computers only when the student is scheduled in a computer class. Parental Contact. Restitution. Law enforcement contacted.	Permanently restricted from computer use – if enrolled in a computer class, will lose credit for the class. Parental Contact. Restitution. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Restitution. Law enforcement contacted.
<b>215</b>	Violation of the Good Conduct Rules pertaining to Alcohol, drugs and tobacco.	Three weeks suspension from activities.	Six weeks suspension from activities. (Three weeks suspension from activities and 20 hours of Community Service may be substituted) In addition, enrollment in an appropriate program of help.	One calendar year suspension from activities. In addition, enrollment in an appropriate program of help.
<b>220</b>	Setting off fire extinguishers or intentionally pulling a fire alarm.	3 days of OSS and parental contact. Students must meet with the town Fire Chief or designee.	5 days of OSS and parental contact. Students must meet with the town Fire Chief or designee.	10 days of OSS and recommendation for expulsion.
<b>305</b>	Possession/use of tobacco, alcohol, consumption of alcohol or under the influence of alcohol on school grounds.	3 days of OSS and parental contact. Enrollment in an appropriate program of help.	5 days of OSS and parental contact. Enrollment in an appropriate program of help.	10-days of OSS and recommendation for expulsion.
<b>310</b>	Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia on school grounds.	3 days of OSS and parental contact. Enrollment in an appropriate program of help. Local Law enforcement contacted.	5 days of OSS and parental contact. Enrollment in an appropriate program of help. Local Law enforcement contacted.	Local Law Enforcement contacted. 10-day OSS and recommendation for expulsion.
<b>315</b>	Sale/distribution of alcohol.	5 days of OSS. Parental Contact. Law enforcement contacted. Enrollment in an appropriate program of help	Law enforcement contacted. 10 days of OSS and recommendation for expulsion.	Law enforcement contacted. 10 days of OSS and recommendation for expulsion.
<b>320</b>	Sale/distribution of drugs or other controlled substances.	Law enforcement notified. 10 days of OSS and recommendation for expulsion.	Law enforcement notified. 10 days of OSS and recommendation for expulsion.	Law enforcement notified. 10 days of OSS and recommendation for expulsion.
<b>405</b>	Harassment of a student by another student(s).	Student(s) meet with the school counselor and warned to stop such activity. Parental Contact.	Meeting with student(s), parents, school counselor and principal. In addition, 1 day of ISS will be given.	3 <sup>rd</sup> Offense – Parental Contact and 3 days of OSS. 4 <sup>th</sup> Offense – 10 days of OSS and recommendation for expulsion.
<b>410</b>	Hazing of a student.	Parent contact, and 3 days of OSS.	Parent contact, and 5 days of OSS.	10 days of OSS and recommendation for expulsion.
<b>415</b>	Theft.	3 days of OSS with restitution. Parental contact.	5 days of OSS with restitution. Parental contact.	10 days of OSS and recommendation for expulsion.
<b>420</b>	Vandalism or defacing/ destruction of school property.	3 days of OSS with restitution or OSS not to exceed 10 days and recommendation for expulsion, with restitution, depending on severity of offense. Law enforcement contacted.	5 days of OSS with restitution or OSS not to exceed 10 days and recommendation for expulsion, with restitution, depending on severity of offense. Law enforcement contacted.	10 days of OSS with restitution and recommendation for expulsion. Law enforcement contacted.

425	Vandalism or defacing/ destruction of another's personal property.	Parental contact. 3 days of OSS with restitution. Law enforcement contacted.	Parental contact. 3 days of OSS with restitution and/or recommendation for expulsion. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.
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<b>CODE</b>	<b>BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEAT OFFENSES</b>
<b>505</b>	Threatening another student.	Parental meeting. 1 day of OSS.	Parental meeting. 3 day of OSS.	10 days of OSS and recommendation for expulsion.
<b>510</b>	Fighting (All of the participants in the fight are liable. Self-defense shall not be justification unless such force is necessary to escape or prevent serious bodily harm.).	3 days of OSS and parental contact.	5 days of OSS and parental contact.	10 days of OSS and recommendation for expulsion.
<b>515</b>	Physical abuse/assault of a student.	Parental Contact. Law enforcement contacted. 3 days of OSS, or OSS not to exceed 10 days and recommendation for expulsion, depending on severity of offense.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.
<b>605</b>	Verbal abuse or obscenities toward staff.	3 days of OSS and parental contact	5 days of OSS and parental contact	10-days of OSS and/or recommendation for expulsion.
<b>610</b>	Intimidation or threatening of a staff member.	5 days OSS and depending on the severity of the incident, recommendation for expulsion. Parental Contact.	10 days of OSS and recommendation for expulsion.	10 days of OSS and recommendation for expulsion.
<b>615</b>	Physical abuse/assault of a staff member.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.
<b>620</b>	Possession or use of a weapon or other article to cause bodily harm.	Parental meeting. OSS not to exceed 10 days and/or recommendation for expulsion. Law enforcement contacted.	Parental meeting. 10 days of OSS and recommendation for expulsion. Law enforcement contacted.	10 days of OSS and recommendation for expulsion. Law enforcement contacted.
<b>705</b>	Any action, not mentioned in the behavior list, as interpreted by the Administration, which causes unnecessary inconvenience to others or to normal routine.	Depending on the severity of the action, at least one of the following will be given: Warning, detention, Saturday School, ISS, OSS, parent contact.	Depending on the severity of the action, parent contact and at least one of the following will be given: Detention, Saturday School, ISS, or OSS.	Depending on the severity of the action, parent contact and at least one of the following will be given: Saturday School, ISS, or OSS.

## PBIS MATRIX – COMMON EXPECTATIONS

<b>Designated Areas</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>	<b>Be Kind</b>
<b>Hallways</b>	Use quiet voices Use respectful language	Keep hallways clean Have a pass	Keep hands/feet to self Walk Say to the right Safety zone	Help others with directions and/or opening lockers and doors.
<b>Classroom</b>	Call people by appropriate names Use computers with teacher permission	Be on time Have necessary materials Be ready to listen to instructions	Sit in correct manner Walk	Encourage all to participate Wait your turn to speak Listen Cooperate in groups
<b>Restrooms</b>	Wait your turn Flush	Keep restrooms clean Take care of business and return to class	Wash hands	Allow privacy Report empty dispensers and/or equipment that doesn't work to the office
<b>Lunchroom</b>	Use manners while waiting in line Use table manners while eating	Bring money for lunch Pick up/clean up after yourself	Wash hands	Help others who may need help with trays etc. Stack trays neatly Place silverware in chute
<b>Library</b>	Use quiet voices Respect other classes using the library Use main entrance	Return books on time Keep materials in good use and place them where they belong	Sit properly in the chairs	Help others quietly when necessary Share materials
<b>Buses</b>	Listen to the driver	Keep buses clean Be responsible for yourself	Quiet voices Face forward Be seated	Help those who need help
<b>Assemblies</b>	Be respectful of guest speakers	Be responsible for yourself	Sit in correct manner	Help others quietly when necessary

