

Clayton Ridge High School  
**2019-2020 Student Handbook**  
Grades 9-12



Clayton Ridge Community School  
131 S. River Park Drive  
Guttenberg, IA 52052

High School Office: 563-252-2341

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# Welcome to Clayton Ridge High School

## Administration and Faculty

Mr. Shane Wahls	Superintendent& Elementary Principal
Mrs. Laura Bilden	High School & Middle School Principal
Mr. Wade Marlow	K-12 Dean of Students
Mr. Dave Schlueter	District Business Manager
Mrs. Angel Burgin	High School Secretary
Mr. Nick Brown	Science
Mrs. Rhea Cano	Foreign Language-Spanish
Mr. Louis Cook	Social Studies
Mrs. Lori Crum	Business Education
Mrs. Nicole De Gidio	Language Arts, English as a Second Language, & Speech Advisor
Mrs. Michelle Fassbinder	Talented & Gifted & Student Senate Advisor
Mrs. Julie Hansel	High School Counselor & National Honor Society Advisor
Mrs. Deb Henkes	District Technology Coach
Mrs. Caroline Ihde	Agriculture Education & FFA
Mr. Rick Jensen	Physical Education
Mr. James Pfaffly	Science
Mr. Rick Kolbet	Mathematics
Mrs. Renae Kraus	School Nurse
Mr. Jason LaPage	Mathematics
Mrs. Carole Mackey	Language Arts
Mrs. Heather Meyer	Art Education
Mrs. Laura Morarend	Special Education
Mr. Aaron Mueller	Industrial Technology Education
Mrs. Lynette Pritchard	School Social Worker
Ms. Judy Puls	Special Education
Mr. Adam Radcliffe	Vocal Music and Yearbook
Mrs. Melissa Haberichter	District Librarian
Mr. Kyle Sperflage	Social Studies & Physical Education
Mrs. Valeria White	Language Arts
Ms. Kendra Wilke	Instrumental Music
Ms. Angela Williams	Family & Consumer Science Education, Health, & FCCLA

## **Citizenship**

Being a citizen of the United States, of Iowa, and of the Clayton Ridge High School community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school

community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school community. This handbook is a part of that opportunity.

## **School District Mission Statement, Educational Goals and Expected Student Outcomes**

The Board of Education of the Clayton Ridge Community School System believes all individuals in our community should reach the maximum development of all their mental, moral, emotional, and physical powers so that they may enjoy a rich life through the realization of worthy and desirable personal goals. Through such development of the individuals we believe all students will make their greatest possible contribution to all humanity, hence better citizenship and a better America.

It shall be the philosophy of Clayton Ridge High School to seek the individual needs of all students, and guide them in a purposeful manner in planning and implementing their school career, and developing a self determination for future life.

### **School Colors and School Mascot**

Mascot: Eagles  
School Colors: Hunter Green, Silver, and Black



### **Equal Educational Opportunity**

The Clayton Ridge School District does not discriminate in their educational programs or educational activities on the basis of race, religion, color, national origin, marital status, age, gender, sexual orientation, gender identity, socioeconomic status, creed, or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Garnavillo Center Affirmative Action Coordinator is Shane Wahls and can be reached at 563-964-2321. The Guttenberg Center Affirmative Action Coordinator is Andy Peterson and may be reached at 563-252-2341. Inquiries may also be directed in writing to Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

### **Jurisdictional Statement**

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

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

Students are expected to comply with and abide by the Clayton Ridge High School policies, rules and regulations. Students who fail to do so may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district(s) or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The Clayton Ridge School District reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook governing Clayton Ridge High School. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

### **Definitions**

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

### **School Fees**

The school district charges fees for certain items, such as field trips, class materials and class dues. Fees are announced each year prior to the opening of a new school year.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a

temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time in August for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **Student Attendance**

### **School Calendar**

The school calendar is issued to parents/students during fall registration held in August prior to the opening of school.

### **Student Attendance**

The attendance policy of the Clayton Ridge High School adheres to the philosophy that students should attend school regularly, and that attendance is one of the most important factors in the students' education.

It is the parents' responsibility to make sure that their child is in school and the students responsibility to make up missed assignments.

A child who has reached the age of six and has not yet turned 16 by September 15 of the current school year is of a compulsory attendance age. However, if a child in a school district or accredited nonpublic school reaches the age of 16 on or after Septemeber 15, the child remains of compulsory age until the end of the regular school calendar. (Code No. 299.18)

Parents must call the high school to explain any absence by 8:30 a.m. on the day of the absence.

**High School Phone Number: 563-252-2341**

If no call is received, the student will be given an unexcused absence without credit for the time absent.

If a student is absent more than 10 days in a semester, the student and his or her family may be subject to the Attendance Cooperation Process (ACP), as outlined in the CRCSD School Board Policy (Code No. 501.3R1). The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance, and initiate referrals to any other services that may be necessary. The ACP includes a call to the Department of Human Services to determine whether Family Investment Program benefits are in place, a meeting with the student and family, and the development of an Attendance Cooperation Agreement between the school, the student, and the family. Students missing ten days of a particular class may be dropped from the class and receive no credit.

Students and/or parents who feel that severe extenuating circumstances caused their unusually high absence rate may appeal the above ruling to the administration and if no satisfactory arrangement can be made, further appeal before the school board can be arranged.

## **Absences and Excuses**

**The school, by State Law, determines whether an absence is excused or unexcused.**

Excused absences include, but are not limited to, illness, family emergency, recognized religious observances, and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, haircuts, nail appointments, senior pictures, concerts, preparation or participation in parties or other celebrations and employment.

### **Attendance-Excused Absences**

Excused absences will be granted upon receiving a phone call or written note from a parent or guardian explaining the reason for the absence. A note or call must be received prior to or on the day of the absence. If no note or call is received it will be considered an unexcused absence. The following reasons are examples of excused absences:

1. Medical reasons (If sick for two consecutive days, and missing the 3<sup>rd</sup>, students will need to provide documentation from a doctor for the absence to be excused beyond the 2<sup>nd</sup> day.)
2. Doctor/Dental appointments
  - a. Students leaving the school for a doctor/dental appointment will be given a medical slip to be signed by the medical office indicating the time of arrival and departure from the appointment. If students need to seek medical attention before coming to school, students must return to school a note from the medical office stating the time of the medical visit and the location of the medical office.
3. Funerals
4. Family business
5. College visitations-(seniors are limited to two excused days)
  - a. Advanced make-up slips must be obtained in the high school office prior to the visitation day or the day will be counted as UNEXCUSED. A verification slip must be secured from the guidance office, completed by college officials, and returned to the principal's office for an excused absence.
6. Principal approved absence.

**If students know they are going to be gone, they are responsible for reporting this absence and making arrangements for their work ahead of time!**

### **Attendance-Unexcused Absences**

1. Absences from school without the knowledge of parents.
2. Leaving the school grounds without office permission. (Including missing class but not leaving school grounds.)
3. An absence for reasons other than stated by parents or guardian will be UNEXCUSED.
4. The following are examples of unexcused absences from school: tardiness, shopping, concerts, haircuts, nail appointments, senior pictures, preparation or participation in parties or other celebrations and employment.

**Procedure:**

All absences other than medical reasons, **are to be planned for in advance.** A parent or guardian request for a pupil's absence must be telephoned to the principal's office or a note brought to school for approval if an advance excuse slip is to be issued. This advance excuse must be signed by all the student's teachers and returned to the office before the date of the proposed absence. If a student does not make prior arrangements with the teachers, his/her absence is unexcused and a zero is added for that day's work. The burden of responsibility for making sure his/her absence is excused lies with the individual student. Neither the office nor any teacher will be responsible when a student misses class for any reason without prior consent.

1. **Notification:** for each absence or tardiness, the school must receive a phone call from a parent or guardian by 8:30 a.m. on the morning of the absence. This phone call should explain the reason for the absence; all calls must be made by a parent or guardian. If notification is not received, the office will attempt to contact the parent at their home or work number.

*Please note:*

Excessive use of the term "personal reasons" is unacceptable. If there is a "personal reason" please ask to speak to the principal. The principal will expect some acceptable explanation and can then approve the request for a "personal reason" excused absence.

Eighteen year olds must also be excused by a parent or guardian unless proof can be shown that they are no longer considered dependents by parents or guardians.

2. **Absence slips:** may be picked up at the principal's office after the phone call has been received. Absence slips must be presented to classroom teachers for signature and assignments upon returning to class.
3. **Homework:** any approved absences entitles the student to make up his work for credit. The responsibility for carrying out this make-up work rests with the student. Make-up work is to be completed before the absence or within a

reasonable time after the absence. Generally speaking, a reasonable time may be considered twice the length of the absence (2 days absence, 4 days for make up).

**Unexcused absences result in no credit being issued in classes for that day.**

5. **Activities:** students absent from school for an entire day may not participate in extra-curricular or co-curricular activities scheduled for that evening. Students who are ill must be present for afternoon classes (half a day) in order to participate in afternoon activities unless approved by the principal. Unavoidable and excusable absence for part of a school day may permit participation in an evening activity pending approval by the activity sponsor and the principal. Failure to secure this approval before participating in the activity may result in temporary ineligibility from the activity.

### **Student Release During the School Day**

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office, or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parent/guardian or approval of the parent/guardian by phone.

Students will not be released from school at any time for the purpose of purchasing or retrieving food to be consumed during their lunch period. This includes study hall periods, advisory period and lunch period.

### **College Visits**

**Students are encouraged to visit college campuses on weekends or school holidays.**

However, if that cannot be arranged, students may be excused for up to 2 days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents. A verification slip must be secured from the guidance office, completed by college officials, and returned to the counselor's office for an excused absence.

### **Work Permit Privilege**

The Work Permit Privilege is a program that allows students to arrange classes that will permit them to leave school earlier in the day if their work requires it. The purpose of this program is to allow students to gain work experience through part-time jobs.

Students must have a legitimate part-time job to truly gain work experience. Farm work does qualify. Students will not be given the privilege simply to go home. Work at home can be done after school hours or on weekends.

The following guidelines apply to the Work Permit Privilege:

1. Written permission from the parents to leave school early must be filed in the office.

2. The approval of the school system.
3. Students must be passing all academic classes. The preceding quarter grades shall be used initially to determine eligibility for the program. Continuation in the program will be determined at the end of each grading period however if a student is placed on academic assistance the work permit privilege will be temporarily removed until the student is off.
4. Adequate attendance (absence not in excess of 10% during the semester).
5. The principal or parents may revoke the privilege for academic or disciplinary reasons.
6. Students must leave the school grounds within 5 minutes after their last class unless they have signed into the study hall. They are not to return to the school unless they are involved in an extra-curricular activity. If involved in practice, students may return at 3:15 or just prior to practice.
7. Work permits are not available in the mornings except in rare and obvious circumstances. Such requests must be directed to the principal by a parent and the employer in person.
8. Students who have a complaint filed by a patron of the school district regarding the student's behavior during the time that school is normally in session will have the privilege revoked.
9. Students must be working during the hours they would normally be in school. Written verification must be presented by the employer.
10. If the student should become unemployed, he/she must observe the regular school hours immediately following termination of work.
11. Extra-curricular activities are part of the school day. If students are involved in activities immediately after school, they will not be permitted to leave for work and return at 3:15 unless they are free at least two class periods at the end of the school day.
12. Sophomores and Freshmen are not eligible.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over local radio and television stations. These announcements will be placed on KCTN FM 100.1, KGAN, KWWL, and KCRG. The missed day may have to be made up at a later date.

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

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled or rescheduled.

## Clayton Ridge High School 2019-2020 Bell Schedules

Regular Bell Schedule			2:00 Dismissal Bell Schedule			2 Hour Delay Bell Schedule		
Period 1	8:15	8:58	Period 1	8:15	8:45	Period 1	10:15	10:40
Period 2	9:01	9:44	Period 2	8:48	9:18	Period 2	10:43	11:08
Period 3	9:47	10:30	Period 3	9:21	9:51	Period 3	11:11	11:36
Period 4	10:33	11:16	Period 4	9:54	10:24	<i>Eagle Time/Advisory</i>	<b>11:39</b>	<b>11:59</b>
<b>EAGLE TIME</b>	<b>11:19</b>	<b>11:47</b>	Period 6	10:27	10:57	<b>A LUNCH</b>	<b>12:02</b>	<b>12:25</b>
<b>A LUNCH</b>	<b>11:50</b>	<b>12:15</b>	<b>ADVISORY</b>	<b>11:00</b>	<b>11:30</b>	Period 5A	12:28	1:11
Period 5A	12:18	1:05	<b>A LUNCH</b>	<b>11:33</b>	<b>11:55</b>	<b>B LUNCH</b>	<b>12:25</b>	<b>12:48</b>
<b>B LUNCH</b>	<b>12:15</b>	<b>12:40</b>	Period 5A	11:58	12:39	Period 5B	12:02-12:22	12:51-1:11
Period 5B	11:50-12:12	12:43-1:05	<b>B LUNCH</b>	<b>11:55</b>	<b>12:17</b>	<b>C LUNCH</b>	<b>12:48</b>	<b>1:11</b>
<b>C LUNCH</b>	<b>12:40</b>	<b>1:05</b>	Period 5B	11:33-11:55	12:20-12:39	Period 5C	12:02	12:45
Period 5C	11:50	12:37	<b>C LUNCH</b>	<b>12:17</b>	<b>12:39</b>	Period 4	1:14	1:44
Period 6	1:08	1:51	Period 5C	11:33	12:17	Period 6	1:47	2:17
Period 7	1:54	2:37	Period 7	12:42	1:12	Period 7	2:20	2:50
Period 8	2:40	3:23	Period 8	1:15	1:45	Period 8	2:53	3:23
<i>Garnavillo Shuttle Bus Students Dismissed at 3:23.</i>			<i>Garnavillo Shuttle Bus Students Dismissed at 1:45.</i>			<i>Garnavillo Shuttle Bus Students Dismissed at 3:23.</i>		
Study Hall	3:23	3:30	Study Hall	1:45	1:55	Study Hall	3:23	3:30

## **School Day**

Students may be present on school grounds before 7:45 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal.

# **Student Health, Well-Being and Safety**

## **HAWK-I Insurance for Children**

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) for more information.

## **Dental Screening Mandate**

As of July 1, 2008 it is mandatory that all students enrolling in high school or students transferring into a new school district, present documentation of a dental screening to their respective school. For high school students, a screening completed within one year prior to enrollment is acceptable. The required Certificate of Dental Screening form can be obtained from the school nurse or directly from your dentist. As with immunizations, school dental records will be audited by the Iowa Department of Public Health.

## **Immunizations**

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

## **Physical Examinations**

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

## **Emergency Drills**

Periodically the school holds emergency fire and tornado drills. Emergency procedures and proper exit areas are posted in all rooms.

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

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Non-prescription medications such as Tylenol/Aceametaphin or Motrin/Ibuprofen are supplied at the school office. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness examples might include; inhalers, diabetic supplies, and epipens. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or specially trained secretaries. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects.

### **Health Service**

The school nurse is in his/her office throughout the day unless scheduled elsewhere in the district. All students must report to the office first before going to see the nurse. The student will be given a pass to go to the nurse's office if the nurse is available.

### **Student Allergies**

Due to the increased incidence of various food allergies in many students, the following rules apply:

1. No peanuts or food containing peanuts or food manufactured in a plant with peanuts is allowed.
2. Homemade treats are no longer allowed.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. The student will then be sent to the nurse or office. In the case of a serious illness or injury, the school shall attempt to notify the parents. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. No student is to leave the building because of illness without the permission of the nurse and the office.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents as to where the

student has been transported for treatment.

### **Communicable and Infectious Diseases**

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

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to health screening. However, upon a teacher's recommendation and with parental approval, students not scheduled for screening may also be screened.

### **Sexual Abuse and Harassment of Students by Employees**

The School District does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. The school district has designated Andy Peterson at 252-2342 as its Level I investigator. That procedure also requires the school district to designate an independent investigator to look into the allegations.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, to protect property or to protect a student from self-inflicted harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student as well as sexual harassment. Sexual harassment is unwelcome sexual advances; requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The Clayton Ridge School District facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the Superintendent's office.

## **STUDENT ACTIVITIES**

### **Assemblies**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies will report to a designated study hall.

### **Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's

parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

### **School-Sponsored Student Extra-Curricular and Co-Curricular Activities**

School-sponsored student activities/organizations are those which are recognized by the school district and board. School-sponsored student organizations and activities include, but are not limited to:

**Athletics:** Baseball, Basketball, Cheerleading, Cross Country, Drill Team, Football, Golf, Softball, Track and Field, Volleyball and Wrestling

**Fine Arts:** Band (Concert, Marching, Jazz and Pep), Drama (High School Play and High School Musical), Vocal Music (Chamber Choir, Choir and Show Choir)

**Student Organizations:** Academic Letter Club, Art Club, FCCLA, Future Farmers of America, Industrial Technology Club, Interact Club, National Honor Society, Spanish Club and Student Senate

**Student Activities:** Social Media Coordinator, Senior Trip and Speech (Small Group and Large Group)

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### **Eligibility for Extra-Curricular and Co-Curricular Activities**

**In the State of Iowa, participation in extra-curricular activities is a privilege for students, not a right. At Clayton Ridge High School, it is a privilege to be an Eagle and to represent the school and community while participating in activities.** To be worthy of this privilege requires that certain standards of conduct, behavior and satisfactory academic performance will be observed. Clayton Ridge High School conducts a co-curricular and extra-curricular activity program to help students develop sound values, minds and bodies. Participation in these events will help the student grow in character as well as in skill.

**Co-Curricular Activity:** one which meets primarily as a class but requires some after-school activities such as concerts, style shows, fine arts festivals or other performances.

Band (Concert, Marching, Jazz and Pep), Drama (High School Play and High School Musical), Vocal Music (Chamber Choir, Choir and Show Choir), Future Farmers of America, Social Media Coordinator and **ALL** student organizations.

**Extra-Curricular Activity:** one which practices and performs/competes outside the regular school day.

Baseball, Basketball, Cheerleading, Cross Country, Drill Team, Football, Golf, Softball, Track and Field, Volleyball, Wrestling, Senior Trip and Speech (Small Group and Large Group)

**Students who participate in activities are leaders in their school. Therefore they are expected to set a good example in regard to conduct and satisfactory academic performance. Participants must recognize that they represent their community, their school, and their peers as well as themselves and, for this reason, have a wider set of obligations to meet. Parents and students must attend one Code of Conduct/Athletic Meeting when they are held. These meetings are facilitated by the Athletic Director and Principal and provide updates to parents and students about changes to local and state regulations.**

Clayton Ridge High School has set definite academic requirements and an acceptable code of conduct for students in extra-curricular and co-curricular events. The attainment of the privilege of participating in these special programs rests clearly in the hands of the student.

**I. Academic Ineligibility (All extra-curricular and co-curricular activities):**

- A.** A student shall have passing grades in all credit courses to be eligible for extra-curricular activities.
- B.** Failure to make passing grades in any quarter or semester shall result in an ineligibility period of thirty calendar days from all extra-curricular activities immediately following the end of the quarter for the first and third quarters and beginning at the state determined official start date after each semester. The period of ineligibility begins the day that report cards are sent home. An academic restriction on extra-curricular activities due to failing grades must be applied to the next activity that student is involved with.
- C.** Any student declared academically ineligible will not be permitted to participate in any interscholastic competition during the ineligibility period. The student must attend all regularly scheduled practices and attend games in street clothes to support the team. If the student fails to do so, the days will not be valid and the academic ineligibility will carry over to the next athletic season. The student must also end the season in good standing

with their coach or advisor or the ineligibility period will carry over to their next season.

- D.** Participation in co-curricular, non-competitive events outside the school day that are required by regular classes are permitted. If ratings, awards, etc. are given the event IS a competition and participation is not allowed. In this case, an alternate assignment where the student may earn full credit will be assigned in place of the event.
- E.** Failing grades issued at the end of the school year require that the consequences of that failure carry over to the next academic year.
- F.** An academic restriction on extra curricular activities due to failing grades must be applied to the next activity that student is involved in.
- G.** Students declared academically ineligible may not register for a new activity after the state/district mandated start date to avoid penalty at a later time from another activity.
- H.** Entering freshmen are exempted from the above ruling until the first grading period has concluded (1<sup>st</sup> Quarter).

## **II. Code of Conduct**

Any student who represents Clayton Ridge High School in any of its extra-curricular or co-curricular activities is expected to lead the way in abiding by the school's conduct code. That code is as follows:

- A.** Students will not use, possess or be involved with alcoholic beverages.
- B.** Students will not use, possess or be involved with a controlled substance, as defined by the Code of Iowa, without a legal prescription.
- C.** Students will not use, possess or be involved with tobacco in any form.
- D.** Students will not break the laws of the community, state or federal government (except for local curfew or minor traffic violations).
- E.** Students will not seriously or continually violate school rules. Students removed from class due to behavior will not be allowed to participate in any extra-curricular or co-curricular activities that day.
- F.** Students will dress appropriately as determined by school policy and/or coaches, directors or sponsors.

Should a student break any of the above and fall under one of the following criterion,

**they will be considered in violation of the Code of Conduct.**

- A.** If a student is observed by a school official or staff member in any of these activities.
- B.** If a student admits to law enforcement agents or school officials to being involved in any of them.
- C.** If a student has been referred to juvenile court.
- D.** If the Garnavillo or Guttenberg Police Forces or any other law enforcement agency assigns community service projects in lieu of referral to juvenile court.

The school's due process procedure will be afforded to any student making such a request to the principal or his/her designee within five (5) school days of being informed of a violation of this code.

If a student is found to have committed an offense that is not consistent with the standards of conduct expected of students representing Clayton Ridge High School as stated in the above policy, he or she shall be subject to the following consequences:

**III. Disciplinary Ineligibility (All athletics, cheerleaders and Drill Team).**

- A.** First offense: The length of ineligibility shall be one-third of the athletic contests that occur during the sports season.

Total Number of Athletic Contests Per Sports Season:	Number of Athletic Contests to be missed:
8 through 10	3
11 through 13	4
14 through 16	5
17 through 19	6
20 through 22	7
23 through 25	8
26 through 28	9

If fewer than one-third of the athletic contests remain at the time of the violation, the ineligibility shall carry over into the next sports season in which the student athlete participates.

- B.** Second offense: The length of ineligibility shall be ½ of the athletic contests that occur during the sports season.
- C.** Third offense: One calendar year.
- D.** To resume eligibility after a 2<sup>nd</sup> offense, it is mandatory that the student must be referred to a substance abuse prevention specialist (school's option)

at the family's cost (if applicable).

- E.** The number of athletic contests lost **may be reduced** by one (1) if the student accurately discloses their participation in the alleged offense to the proper school authorities within 48 hours of the offense. The student does not have the ability to self-report their violation if it occurred on school grounds, during school activities, or while using district transportation.
- F.** Students will be required to attend all practices during the period of ineligibility and must end the season in good standing with their coach or advisor or the period of ineligibility carries over to the next activity the student participates in.
- G.** Students found in violation of the Code of Conduct may not register for a new activity after the state/district mandated start date to avoid penalty at a later time from another activity.
- H.** Students in multiple activities will serve their suspension concurrently. No student will participate in one activity and be suspended in another.
- I.** The Code of Conduct is in force 12 months a year. All violations are cumulative. August 1<sup>st</sup> marks the date a student becomes a senior with regards to the Senior Class Trip. Should a senior student be found in violation of the Code of Conduct after August 1<sup>st</sup> of their senior year, they will be ineligible to attend the Senior Class Trip. (AUGUST 23<sup>rd</sup> for the 2018/2019 school year)

#### **IV. Disciplinary Ineligibility (Non-athletic extra-curricular and co-curricular activities).**

- A.** First offense: The student may not participate in any non-athletic extra-curricular or co-curricular activity for a total of six (6) calendar weeks after the student admits involvement or the due process procedure has been completed.

**Participation in co-curricular, non-competitive events outside the school day that are required by regular classes are permitted.** If ratings, awards, etc. are given the event IS a competition and participation is not allowed. In this case, an alternate assignment where the student may earn full credit will be assigned in place of the event.

- B.** Second offense: The student may not participate in any non-athletic extra-curricular or co-curricular activity for a total of (10) calendar weeks after the student admits involvement or the due process procedure has been completed.

**Participation in co-curricular, non-competitive events outside the**

**school day that are required by regular classes are permitted.** If ratings, awards, etc. are given the event IS a competition and participation is not allowed. In this case, an alternate assignment where the student may earn full credit will be assigned in place of the event.

- C.** Third offense: One calendar year.
- D.** To resume eligibility after a 2<sup>nd</sup> offense, it is mandatory that the student must be referred to a substance abuse prevention specialist (school's option) at the family's cost.
- E.** If the student admits to his or her involvement in the improper activity to school officials within 48 hours of the offense the penalty **may be reduced** to four (4) calendar weeks or one major event (1<sup>st</sup> Offense) or eight (8) calendar weeks or two major events (2<sup>nd</sup> Offense) whichever occurs first.
- F.** Students must attend practices during the period of ineligibility and must end the season in good standing with the coach or advisor.
- G.** If the student complies with D and E (above) and if the student is not out for a sport or activity for an extended period of time, the period of ineligibility will be 8 calendar weeks. (i.e. a student violates the code in November but does not participate in an activity until spring).

### **Activity Bus**

The school district may sponsor an activity bus to transport students to various school activities. Riding on the activity bus is a privilege that can be taken away. **Students who ride an activity bus must ride to and from the event on the bus.** Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and in writing request to transport their children home. In rare circumstances a student may be able to transport themselves to an event. This requires prior approval by the activity sponsor, parent and principal.

### **Activity Transportation Policy**

#### **Activity Transportation**

Clayton Ridge CSD believes strongly in providing safe transportation to students to and from activities, athletics, field trips, etc. throughout the school day and during evening events.

#### **Transportation to Events**

Without prior written approval from the student's parent and principal, it is expected that Clayton Ridge students will ride the bus or district assigned transportation to all activities.

#### **Transportation To and From Off-Site Practices (Football, Track and X Country)**

Without prior written permission from the student's parent and principal, it is the expectation that Clayton Ridge students will ride the bus or district assigned transportation to and from all off-site practices.

If a student needs to travel independently in order to attend another school sponsored event or class, they must request the permission of the principal. This permission will be granted on a quarterly basis.

### **Transportation at the Conclusion of Events**

When events end before the conclusion of the school day, it is expected that students return to school on the bus or district assigned transportation so they may complete the school day. If a parent wishes to transport their child at the conclusion of such an event that ends before the end of the school day, arrangements should be made prior to the event with the principal.

Occasionally school sponsored events end late in the evening or at other schools or communities. When students finish events that end after the conclusion of the school day, they may ride home with their parents at the end of the event. Students are granted this permission by their coach or sponsor. Parents **MUST** be present for this to occur and must sign and date the roster with the coach. There is no substitution for this process.

In the event that a student needs to ride home with another adult other than their parents, they must seek and receive prior written approval from their parents and principal. There is no substitution for this process.

### **Alternate Pick-Up Points**

The standard departure point for activities and field trips is Clayton Ridge High School in Guttenberg. At the coach or sponsor's discretion, students residing to the SOUTH of Guttenberg may meet the bus and be dropped off in Millville. Students residing to the NORTH of Guttenberg may meet the bus and be dropped off in Garnavillo. No other locations will be used for pick up and drop off with the prior written consent of the principal.

### **Points to Remember**

- #1. There are no substitutions to the processes as described.
- #2. Any travel plans that don't directly involve the student's parents, will require **PRIOR** planning to meet the requirements of the policy.
- #3. If the principal does not sign permission, it is not given.
- #4. The principal or coach's permission may be revoked immediately or not granted moving forward if any travel privileges are abused.

## **Student Funds and Fund Raising**

Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

## **Use of School District Facilities by Student Organizations**

High School facilities are available during non school hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. Due to the Healthy Kids Act, student organizations may not sell food items during the school day that are considered unhealthy.

### **Student Senate**

The student senate provides for student activities, serves as a training experience for student leaders, and gives students a share in the management of the school. Student senate develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Members of the student senate are student representatives who have direct access to the administration. Elections to the Student Senate are scheduled during the spring. New student senators begin their term in office in May.

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administrative office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate

or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contacted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make the objection known in writing at the beginning of the school year to the principal. The objection needs to be renewed annually.

Directory information:

Name, address, telephone listing, date and place of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C., 20202-4605

### **Procedures for Students who are Transferring to Another School or School District**

When a new student transfers into a school district, the student's records are requested

from the previous school district. The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district.

## **Discipline, Student Rights and Responsibilities**

### CRHS Building Discipline Plan (General Classroom Disruptions) 2019-2020

STRIKE 1: Verbal warning

STRIKE 2: Student name on the white board

STRIKE 3: Removal to the office (Office Referral=Detention)

-Mr. Marlow or Mr. Peterson will contact parent

Mr. Marlow will cover all detentions from 3:30 PM to 4:30 PM on Wednesday each week in the High School Study Hall Room. Detention must be served the week it is given, or the next.

Students will be removed immediately from classrooms with office referrals for the following behaviors:

1. Threats (verbal or physical)
2. Physical Aggression
3. Sexually Inappropriate Language

#### 4. Patterns of Continued Disrespect/Disruptions

**Students removed from class due to behavior will not be allowed to participate in any extra-curricular or co-curricular activities that evening.**

Teachers will handle/provide consequences for late work, arriving to class unprepared, etc.

There will be a merit trip for each semester. Students must earn the privilege of being included and able to attend. The criteria for attending are listed below:

1. Students cannot have more than 2 office referrals during the semester.
2. Students must have 5 or less absences (unless physician excused), and 5 or less unexcused tardies.
3. Student must not have received any failing grades for the semester.

##### **Three-Step Removal Procedures from Class**

1. Removal from class – detention assigned and parents informed through discipline referral form.
2. Second Removal from class – second detention assigned and parent conference required for readmission.
3. Third Removal from class – one day in-school suspension and removal from class with failing grade.
4. **Students removed from class due to behavior will not be allowed to participate in any extra-curricular or co-curricular activities that day.**

##### **Interferences in School/Cell Phone Policy**

Students may not possess radios, televisions, laser lights, beepers, water guns, toys or other similar items on school grounds or at school activities. Students using electronic devices other than their laptop computer or cell phone during the school day will have them confiscated and returned at a later date. While district issued laptops and cell phones can be used during permitted times of the school day, if they cause a disruption or are used to harm others they may be confiscated.

- Cell phones should be turned off or silenced during the school day (8:15 AM-3:30 PM)
- Cell phones are permitted for use before 8:15 AM, after 3:23 PM WITH TEACHER PERMISSION
- Cell phones are permitted for use during the 3 minute passing periods between classes
- Cell phones are permitted for use during a student's lunch period
- A cell phone should NEVER be out in a classroom, except after 3:23 PM or teacher specified activity.
- Phone calls must still be made in the office, whether you use a cell phone or office phone.

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Violation #1: Cell phone in the office for the remainder of the day and Referral  
Violation #2: Cell phone in the office for the remainder of the day, detention and Referral  
Violation #3: Parent must pick up cell phone, privileges revoked and Referral

### **Outside Food and Beverages**

Meals/food served through the school nutrition department, breakfast and lunch, MUST be consumed in the MP room. If a student brings in their own breakfast, it may be consumed in the Eagle's Nest or the MP room.

Students may not drink pop or energy drinks during the school day (8:15 AM-3:30 PM). Students may consume coffee/cappuchino in a store purchased cup, water in bottles or transparent containers, juice or sports drinks (Gatorade, Powerade, etc.)

### **Student Searches**

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

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

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

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

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

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such

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

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

### **Student Lockers and Desks**

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

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

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

NOTE: The above section reflects Iowa law on searches of lockers, desks, etc.

### **Threats of Violence**

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

Students engaging in threatening behavior will face disciplinary consequences up to and

including expulsion.

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

### **Technology Acceptable Use Policy and Computer Acknowledgement form**

This agreement is made effective for general use of computers at the school site and upon receipt of a 1:1 laptop computer between the Clayton Ridge Community School District (CRCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Clayton Ridge Community School District, hereby agree to this policy. All requirements must be read with initials and signatures included prior to receiving your assigned laptop computer. Be sure to read the entire Computer Use Agreement before signing the acknowledgement form. A copy of the policy will be handed out at registration for your reference.

### **Dress Code**

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Student dress or grooming should not prevent the student or others from doing his/her work because of blocked vision, restricted movement, or exposed body parts. Student dress or grooming should not disrupt the learning process within the school. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or serve an in-school suspension.

Please consider the following when your children leave for school each morning.

- No holes in inappropriate areas
- Students are prohibited from wearing see through clothing or clothing advertising

or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.

- Coats/backpacks shall be left in student's lockers unless there is a health problem. Hats, hoods, or bandannas are not to be worn in the school building during regular class days or at non-athletic extra-curricular activities in the school building.
- Shorts, skirts, and dresses must surpass the fingertips when arms are along side the body.
- The bottom of shirt must meet the top of pants/shorts/skirts and no exposure of undergarments.
- All tops and dresses must have one strap on each side and must be at least 1-inch wide and cover the midriff. Or a cover-up may be worn.
- Neckline of shirts/tops must be respectable and modest.

### **Public Display of Affection**

Students should refrain from displays of affection while at school. We want students to respect themselves and each other. Public displays of affection are inappropriate for school. There will be consequences for failure to comply with requests to end inappropriate displays of affection.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may face suspension and/or be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### **Hall Passes**

A student leaving a room during a class period is required to have a pass signed by the teacher. Students leaving study halls may go to the principal's office, the nurse, rest room, music rooms, guidance office or to see a teacher during their prep time. Students are to bring any passes from teachers with them to study hall - secure the pass in advance. Passes will be accepted only to go to teachers who are not formally teaching classes during that period. Students who are out in the corridors without a pass and those who abuse the pass privilege will be referred to the principal.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Students violating this policy will face strong disciplinary action.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school will be expelled for a minimum of twelve months.

Parents of students found in violation of either of the above policies shall also be contacted, and the students reported to law enforcement officials.

### **Book Fees**

Students pay an annual book fee, the amount to be announced prior to the opening of school. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

### **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and suspension.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact their building principal.

### **Interferences in School/Cell Phone Policy**

Students may not possess radios, televisions, laser lights, beepers, water guns, toys or other similar items on school grounds or at school activities. Students using electronic devices other than their laptop computer or cell phone during the school day will have them confiscated and returned at a later date. While district issued laptops and cell phones can be used during permitted times of the school day, if they cause a disruption or are used to harm others they may be confiscated.

- Cell phones should be turned off or silenced during the school day (8:15 AM-3:30 PM)
- Cell phones are permitted for use before 8:15 AM, after 3:23 PM WITH TEACHER PERMISSION
- 3 minute passing periods between classes
- A student's lunch period
- A cell phone should NEVER be out in a classroom, except after 3:23 PM or teacher specified activity.

Violation #1: Cell phone in the office for the remainder of the day and Referral

Violation #2: Cell phone in the office for the remainder of the day, detention and Referral

Violation #3: Parent must pick up cell phone, privileges revoked and Referral

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

## **Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familiar status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also

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

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

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

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

### **Student Complaints**

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

1. If an employee is involved, discuss the complaint with the employee within 3 days of the incident;

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

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newsletters and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

1. obscene;
2. libelous;
3. slanderous; or
4. encourages students to:
  - a. commit unlawful acts;
  - b. violate school district policies, rules or regulations;
  - c. cause substantial disruption of the orderly and efficient operation of the school or school activity;
  - d. disrupt or interfere with the education program;
  - e. interrupt the maintenance of a disciplined atmosphere; or
  - f. infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grading System**

A grading system shall be maintained for all students attending Clayton Ridge High School. Each teacher is expected to follow the prescribed percentage for each letter grade. Percentages to letter grades follow:

<b>A = 100-93</b>
<b>A- = 92-90</b>
<b>B+ = 89-87</b>
<b>B = 86-83</b>
<b>B- = 82-80</b>
<b>C+ = 79-77</b>
<b>C = 76-73</b>
<b>C- = 72-70</b>
<b>D+ = 69-67</b>
<b>D = 66-63</b>
<b>D- = 62-60</b>
<b>F = 59-0</b>

### **Grade Reports**

Students who receive an incomplete in a class must complete the class work within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Students receive progress reports in the form of report cards every three weeks during the quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

On-line grading is now available for parents to access their child's grades. Parents may contact the school to secure a password and directions for use.

### **Grading Option**

A student (grades 10-12), with parental approval, may elect to take one course out of six, or two courses out of seven courses on a credit-no credit basis. This applies only to elective classes, but excludes Spanish.

The credit-no credit option is intended to provide an opportunity for a student to enroll in a course which he/she might not otherwise elect to take because of the risk of a poor grade. See the Guidance Counselor or office for details.

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

## **Standardized Tests**

Students are given standardized tests each year during their high school experience. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless they are excused by the principal.

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment before March 15, the year prior to the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the principal for information and forms.

## **Class Loads**

A minimum of six full-time classes plus physical education must be maintained by all students since Clayton Ridge High School does not maintain a program for part-time students. A student may take seven or more classes with the approval of the guidance counselor and principal.

## **Adding/Dropping Courses**

Students who wish to add or drop a class must do so within 5 days after the start of the semester. The teacher, guidance counselor, and principal's permission are necessary to add or drop a class.

A year-long course may not be added or dropped at the end of the first semester unless the student failed the first semester or he/she has the approval of the teacher, principal and counselor. Students dropping a course must replace it with another if necessary to maintain the 6-course minimum.

## **Study Hall**

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall teacher and with a pass.

## **Honor Roll and Academic Honors**

A high school honor roll is issued at the end of each quarter grading period. Students who maintain a 3.00 or above grade point average are considered "honor students" in our high school.

The school district honors students who excel academically. Academic letters are awarded to students who consistently maintain superior grade point averages.

Qualifications for the Clayton Ridge academic letter are these:

- Freshmen must maintain a 3.2 GPA in order to be awarded a letter during the fall

of their sophomore year.

- Sophomores must maintain a 3.3 GPA in order to be recognized the fall of their junior year.
- Juniors must maintain a 3.4 GPA in order to be recognized the fall of their senior year.
- Seniors must maintain a 3.5 GPA in order to be recognized at graduation.

The grade point requirement is higher each year to encourage continued academic excellence throughout all four years of high school. The first time students are recognized, they receive a letter. After that, a pin is awarded that is to be worn on the letter.

Membership in the Clayton Ridge High School chapter of the National Honor Society may also be attained by exemplary students.

### **IDM (Instructional Decision Making)**

Every three weeks throughout the school year the Clayton Ridge High School sends out progress reports to parents and students so they can monitor grades. From the progress reports an academic assistance list is created. The IDM group has been assembled to monitor and assist students who have made the academic assistance list. The academic assistance list is comprised of students receiving a failing grade for that three week period. Those students are restricted to study hall and lose all privileges in study hall for the next three-week period.

### **Post Secondary Enrollment Options**

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by ninth and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family, or a move to another school district.

Students interested in participating in this program should contact the guidance counselor.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the principal and superintendent and secure the approval of the school board through a letter of request.

Students who graduate early become alumni of the school district and are not permitted to participate in school activities, with the exception of the graduation ceremonies.

### **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. **It is possible that students who are being disciplined at the time of the graduation ceremony or other senior activities will not be allowed to participate.** Students are not required to participate in the graduation ceremony. Completion of a designated number of credits will be required for graduation.

### **Credit Requirements**

4 years of English	8.0 credits
4 years of Physical Education	4.0 credits
3 years of Science	6.0 credits
3 years of Social Studies	6.0 credits
3 years of Mathematics	6.0 credits
1 semester of Fine Arts	1.0 credit
1 semester of Vocational Education	1.0 credit
<u>Electives</u>	<u>14.0 credit</u>
<b>Total credits required</b>	<b>46.0 credits</b>

## **Additional Information**

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements will be posted on the school website daily.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. Students are not allowed to bring guests to school for the purpose of visiting.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial

arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **Cafeteria**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are required to wear appropriate seasonal clothing while being transported on the bus this includes winter jacket, hat, gloves, and winter footwear. Students are to report to the loading area outside the high school after the last bell and remain there until they board the bus. Students riding the bus are prohibited from leaving school grounds during the time between the last bell and the arrival of the buses. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the right to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Bus passes are issued from the high school office for students who bring a note or have the parent(s) call the office to confirm that their child is to do something different when dismissed from school at the end of the day. The office should be notified if any of the following apply:

1. The student usually walks, but is going to someone else's house by bus.
2. The student usually rides a bus, but is going to someone else's house via route.
3. The student is to ride the same bus, but is going to someone else's house along the same bus route.
4. The student is going home as usual, but is having a friend or friends go home with him/her.

### **IMC**

The school IMC (Instructional Media Center) is available to students during school hours. Passes to the IMC are available in study hall. The IMC is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the IMC.

### **Guidance Program**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational and career development and in becoming well-rounded, productive adults. The guidance counselor is available throughout the day. The guidance office is located on the second floor of the high school.

### **Professional Qualifications**

Parents and other members of the school district may view information on the professional qualifications of their student's classroom teacher. Licensing criteria,

degrees attained by instructors, the area of a teacher's discipline, are available in the office of the Superintendent. Copies of such information may be obtained according to board policy.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent of schools.