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### *School Song*

*Central Sabers loyal are we  
On we fight to victory  
Fight on you Sabers  
To our colors true we will be  
Central Sabers fight tonight  
Fight, fight, fight with all your might  
Fight on you Sabers, Fight  
Rah, Rah, Rah, Rah, Rah,  
Rah, Rah, Rah, Rah, Rah, Team, Team, Team*

### *School Mascot*

*Sabers*

### *School Colors*

*Purple and Gold*

## **General Information**

### **Mission Statement**

*The mission of the Central DeWitt Community School District of Clinton County is to provide a caring environment that will enable individuals to reach their fullest potential through an interactive partnership of home, school, and diversified communities focused on the common goal of providing quality education. Through a caring environment Central DeWitt Schools will educate the adolescent encouraging exploration, promoting academic excellence, fostering positive self-esteem, and supporting community involvement.*

### **Equal Educational Opportunity-Code No. 102**

#### CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Central DeWitt Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dr. Dan Peterson, Superintendent, 331 E. 8<sup>th</sup> St., P.O. Box 110, DeWitt, IA 52742, phone 563-659-0700, or email dan.peterson@central-csd.org

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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. The employees (teacher, coach, aide, secretary, guest teachers) or volunteers are the supervisors of student activities. Their instructions are to be followed by all students. Students may not use abusive language, profanity or obscene gestures or language. Public display of affection is inappropriate for schools and should not be demonstrated.

This handbook and 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 district 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. All students are subject to the Student Good Conduct Rule. A complete copy of this policy is given to each student at registration. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to 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, and loss of privileges, suspension, probation and expulsion. A student who is removed from a class for a disruption can at the least expect to be assigned a detention. 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 school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

The Central DeWitt Community School District of Clinton County does not discriminate on the basis of age (except students), color, creed, disability, gender, gender identity, marital status (for programs), national origin, race, religion, sexual orientation, or socioeconomic status (for programs) in its educational programs, activities, publications, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dan Peterson, Superintendent, 331 E. 8<sup>th</sup> St., P.O. Box 110, DeWitt, IA 52742, phone 563-659-0700, or email dan.peterson@central-csd.org

### **School Closings/Delays/Early Dismissals**

School may be closed or delayed due to inclement weather. This can include fog, snow, ice, extreme cold and heat. Usually, the determination to close or delay school is made prior to 6:00 a.m. Our automated message system will contact all parents/guardians by phone and/or e-mail using the emergency contact information in our student data program. To make sure you receive any such announcements, **it is imperative that you keep your contact information current. Please contact your child's school office with any changes to your emergency contact information.**

Although we make every attempt to have our emergency announcements posted to the local television stations, sometimes there are technical difficulties beyond our control that inhibit the process. **Therefore, we suggest that you check our web site [www.cd-csd.org](http://www.cd-csd.org) for the most reliable and up-to-date information.** It is our request that you please not call schools or the central office, if possible, to keep the lines free for emergencies and communication purposes.

The missed day may have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and rescheduled.

### **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 and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **HAWK-I Insurance**

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, prescription, 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) or go to the web site at <http://www.hawk-i.org/> for more information.

### **Homeless Status**

*Chapter 33 of the Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:*

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

The Homeless Children & Youth Liaison for the district is Terri Selzer. Please contact her at 563-659-4738 or her cell phone 563-559-0479 with any questions.

### **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 purposes are students exempted from the immunization requirements. Students *(may also be/are)* required to pass a TB test prior to attending school. Parents who have questions should contact the office.

### Book Fees/School Fees

The school district charges fees for textbook rental.

Books must be returned at the end of the class/school year. 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. **Students should use folders to file papers and not their textbooks.**

The school district charges fees for certain items, such as field trips and class materials. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students 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 or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the (office) if the information on the emergency form changes during the school year.

### **Bell Schedule—Day 1/2 Block**

Block 1	8:00 – 9:25--85 Minutes
Block 2	9:30 – 10:55--85 Minutes
Quest	11:00-11:36--36 Minutes
Block 3	11:41 – 1:30--85 Minutes
Block 4	1:35 – 3:00--85 Minutes

### **Lunch Schedule**

1st lunch	11:36 – 12:04 Bells @ 11:36 & 11:41
2 <sup>nd</sup> lunch	12:17 – 12:42 Bell @ 12:17
3 <sup>rd</sup> lunch	1:02 – 1:30 Bell @ 1:02

### **Thursday Schedule**

Block 1	8:15 – 9:40
Block 2	9:45 – 11:10
Quest	11:15-11:40
Block 3	11:45 – 1:30
Block 4	1:35 – 3:00
1st lunch	11:45 – 12:13 Bells @ 11:40 & 11:45
2 <sup>nd</sup> lunch	12:23 – 12:51 Bell @ 12:23
3 <sup>rd</sup> lunch	1:02 – 1:30 Bell @ 1:02

### **Two-hour Early Dismissal**

Block 1	8:00 – 8:55
Block 2	9:00 – 9:55
Block 4	10:00 – 10:55
Block 3	11:00– 1:00
	Lunch 1 – 11:00 – 11:30 Bells @ 11:00
	Lunch 2 – 11:45 – 12:15 Bell @ 11:45
	Lunch 3 – 12:30 – 1:00 Bell @ 12:30

### **Two-hour Late Start**

Block 1	10:00 – 10:50
Block 3	10:55 – 12:55
	Lunch 1 - 10:55 – 11:25 Bells @ 10:50 & 10:55
	Lunch 2 - 11:45 – 12:15 Bell @ 11:45
	Lunch 3 – 12:30 – 1:00 Bell @ 12:30
Block 2	1:05 – 2:00
Block 4	2:05 – 3:00

### **Dress Code**

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **The following guidelines will be used to determine appropriate student appearance during regular school hours:**

1. No midriffs exposed. The student's hem of the upper garment must touch the waistband of the pants/shorts/skirt while the student is standing.
2. Shorts/skirts should meet your fingertips when standing.
3. No outdoor winter coats are allowed in the classroom.
4. Book bags and gym bags are not allowed in the classrooms without permission from the office.
5. **Bandanas, sweatbands, or hoods will not be allowed in the building at any time.**
6. **Hats may be worn in the morning to your locker and then placed in the locker for the remainder of the school day.**
7. **Chains may not be worn at anytime in the building.**
8. Headphones attached to a music device may be used only during assigned area time. No headphones are to be used in the hallways or the classroom.
9. Bras and underwear must not be visible.
10. Spaghetti straps, tube tops, halter-tops, backless tops, and one shoulder tops are not acceptable.
11. Slippers of any type are not allowed. Shoes must be worn at all times. These include all hard sole shoes. Flip-flops are acceptable.
12. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
13. No clothing or apparel is to promote products illegal for minors, display obscene material, sexual remarks, profanity or make reference to prohibited conduct.
14. The principal/ assistant principal makes the final determination of the appropriateness of a students' appearance.

### **Character Counts! At Central DeWitt Schools**

A person of character thinks right and does right according to core universal values that define the qualities of a good person: *trustworthiness, respect, responsibility, fairness, caring and citizenship*. Character is moral strength.

**Trustworthiness** is being honest, telling the truth, keeping promises and being loyal so people can trust you.

Trustworthy people don't lie, cheat or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

**Respect** is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability race or religion. A respectful person is polite, does not use bad language and never uses violence.

**Responsibility** is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices. They don't blame others for their mistakes.

**Fairness** is playing by the rules, taking turns, sharing and listening. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly.

**Caring** is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel and they are charitable and forgiving. They do good deeds without thought of reward.

**Citizenship** is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, teachers and others, and they protect the environment. Students who make poor choices in areas of character should expect consequences to follow.

**Citizenship** Being a citizen of the United States, of Iowa and of the school district 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 district 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 district 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 district community.

### **Emergency Drills**

Periodically, the school holds emergency codes, fire, and tornado drills. At the beginning of the school year, teachers notify students of the procedures to follow in the event of a drill. 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.

### **Visitors/Guests**

Visitors to the school grounds must check in at the office. If a student wishes to bring a guest to the high school, the student must receive permission from the principal or assistant principal prior to the guest's visit. A Visiting Student Registration Form must be completed.

Middle School does not allow student guest visitors.

### **High School Building**

The high school building is off limits to **all middle school students** unless they have permission from the high school administration to be there. This includes before and after school. Do not visit with or wait for high school friends in the high school building. Violators are subject to detention or other consequences.

### **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.

### **Directory Information Usage**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first week of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY,

PARTICIPATION IN OFFICIALLY RECOGNIZED  
ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT  
OF MEMBERS OF ATHLETIC TEAMS, DATES OF  
ATTENDANCE, DEGREES AND AWARDS  
RECEIVED, THE MOST RECENT PREVIOUS  
SCHOOL OR INSTITUTION ATTENDED BY THE  
STUDENT, AND OTHER SIMILAR INFORMATION.

### **Guest Teachers**

From time to time the regular teacher may be absent from school. When this happens, we will have a guest teacher in the classroom. This person is a qualified, trained teacher, and is also our guest for the day. As our guest they are to be treated with utmost respect and courtesy. Should a student disrupt a guest teacher's classroom, the student should expect that normal consequences will double. Remember that Character Counts! Is more than words, it is actions.

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

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

### **Posting of Information**

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

### **Distributing Items on School Grounds**

VI. Notice to students

Students who wish to distribute information should contact the superintendent and see board policy 903.5.

### **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.

### **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. A certified asbestos inspector as required by AHERA has inspected the school district facilities. 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 office.

### **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 by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the district's business manager for information and forms.



## **Academics**

### **Academic Eligibility for Extracurricular Activities for High School Students**

Central DeWitt Schools will be following the Iowa Department of Regulations law on student academic eligibility. Students who do not meet this requirement are not allowed the privilege of participating in state association activities.

### **Academic Integrity Policy**

Cheating of any kind as well as plagiarism is a direct violation of the academic integrity policy. **See page 32**  
Central Dewitt Schools have an Academic Integrity policy that will be handed out in all Language Arts classes at the start of the school year. Students/Parents are expected to sign and follow the guidelines of the policy.

### **Homework/Coursework**

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.

### **Incomplete Grades**

Incomplete grades need to be made up within one week of the end of a grading period. Circumstances out of students control will be dealt with accordingly.

### **Tests**

Students are given tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless excused by the principal.

### **Changing Classes/Drop A Class**

Guidelines For Schedule Changes:

In the spring of each year our students register for 16 classes (with the exception of seniors who are eligible for open blocks). We do our best to build our master schedule based on their requests. These requests are how we determine how many sections to have of each course and how we balance classes.

Students are responsible for determining and accepting the course of study for which they register in the spring. They must plan very deliberately, always keeping in mind high school requirements, individual interests, and post high school plans. Once students register for classes, schedule adjustments will be made for academic reasons only. Parent permission will also be required, but does not guarantee a schedule change.

Changes are limited and will be based only on the following reasons:

1. Teacher recommendation
2. Failure in a class that's needed for graduation
3. Transfer students
4. Computer error
5. Class schedule that fails to meet minimum load requirements

Changes will NOT be made for the following reasons:

1. Students wanting certain periods open (seniors only)
2. Teacher change
3. The requested class is full
4. To accommodate job schedules
5. Students changing their mind

Changes for reasons other than those listed above are limited to extenuating circumstances and must have administrative approval.

The Schedule Change Request Forms are available in guidance and the main office. These forms are due back in the guidance office BEFORE THE THIRD FRIDAY OF MAY.

### **Physical Education**

Physical education class is required by law. Each student must participate in class. No student may be excused from class for extended periods of time without a doctor's excuse stating the reason for non-participation. A written excuse from a parent will be accepted no more than two consecutive times for a one-day non-participation. If you have an approved excuse, you must still go to class to do a reading and/or writing assignment. Only the physical education teacher may release a student to go to the library (with a pass) after attendance has been taken.

All students will dress for physical education in regulation clothes determined by the school.

Adaptive P.E. is for selected students who have problems that hinder them from taking regular physical education.

### **Grade Reports**

HS in-progress grades can be viewed on Infinite Campus online. If in doubt of progress, check with the teacher. Inquiries from parents/guardians are welcome. Current class grades may also be viewed on Infinite Campus. Check in-progress grades throughout the year.

### **Honor Roll and Academic Honors.**

The school district honors students who excel academically. Students who earn a grade point average of 3.00 or more at the end of each semester will be named to the honor roll. Honor roll and Grade Point Average will be calculated on the following basis: A=4 points, B=3 points, C=2 points, D=1 point, and F or IC=0 points.

### **High School Grade Scale**

100-90%	=	A
89-80%	=	B
79-70%	=	C
69-60%	=	D
59% and below	=	F

### **Records**

The district policy regarding student records access is provided at the beginning of each school year.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the counselor for early graduation. **Students must apply in writing during 2nd semester of their junior year.** The request will be presented to the Board of Education for action.

Students who graduate early become alumni of the school district and are not to participate in school activities, including senior activities, except for prom and 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. Students who are serving discipline at the time of the graduation ceremony or other senior activities may not be allowed to participate. Students are not required to participate in the graduation ceremony.

### **Post-Secondary Options at the High School**

The Post Secondary Enrollment Options Act was enacted to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling 11th and 12th grade students to enroll part-time in nonsectarian courses at eligible post-secondary institutions of higher learning in Iowa.

The effect of this law is to allow high school students to take college courses in the arts and sciences and potentially to receive both high school and college credit for those courses. Central DeWitt High School students who desire more information about the opportunities created by this law should contact the guidance counselor at the high school.

### **Computers**

Central DeWitt School is One-to-One. Each student will be issued a laptop. Students and parents should be familiar with the acceptable use policy that they sign at the beginning of the school year.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and

development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **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.

### **Attendance**

#### **Truancy**

Any student absent from school and/or any class without the knowledge and consent of the parent and approval of the school administration will be considered truant. Truancies are considered unexcused absences. To be reinstated, a conference may be required during regular school hours, among the parents and the school administration. Students must make up work missed as a result of a truancy or receive no credit for assignments. Each building will have separate discipline procedures to deal with student truancy.

#### **Tardy**

Students who arrive to school late but prior to 9:00am are considered tardy. The office must receive a phone call or signed note from a parent/guardian. Students must stop in the office to obtain a tardy pass before being allowed into their classrooms. When the school does not receive a phone call or note from a parent/guardian, it is considered an unexcused tardy. Students who arrive late to a class during the day are considered tardy. Classroom teachers will determine if it is considered excused or unexcused and handle accordingly. All students/parents/guardians may receive a phone call and/or letter of notification when their child(ren) have 6 unexcused tardies within a school year.

#### **Attendance**

Students are expected to be in class and to make attendance a top priority. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. School attendance is the responsibility of the student and his/her parent/guardian and the school. The school expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences. All absences are to be reported to the appropriate attendance secretary.

· High School Office: [563-659-4716](tel:563-659-4716) · Middle School Office: [563-659-0735](tel:563-659-0735) · Intermediate Office: [563-659-4780](tel:563-659-4780) · Elementary Office: [563-659-0750](tel:563-659-0750)

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, medical or dental appointments not able to be scheduled during out-of-school times, family emergency, death or funeral in family, recognized religious observances and school activities. Unexcused absences include, but are not limited to: tardiness, shopping, tanning sessions, hunting, hair appointments, missing the bus, oversleeping, concerts, preparation or participation in parties, senior pictures or other celebrations and employment.

1. If a student is absent from school, parents are expected to call the school prior to 8:30 A.M. to report the absence. Please give the reason for the absence to help us maintain and track information. If the school is not notified, we will make every effort to locate the parent to verify the security of the student. In cases where telephone contact cannot be made, a home visit may take place. When there is not a working phone, the student must bring a written note, signed by at least one parent/guardian, on the first day back to school. If the absence is not verified by a parent/guardian, the student will be counted as truant.
2. Extended absences due to illness may require a doctor's note of explanation.
3. Appointments should be made outside the school day whenever possible.
4. If you know your child will be absent in advance (doctor appointment, vacation, etc.), please notify us so that we may make arrangements for your child to receive assignments in advance.
5. When children must leave prior to dismissal time, the student's parent/guardian should notify the office of the time and reason by note or a phone call. Students are not allowed to leave the

- school building or school grounds unless accompanied and/or approved by a licensed school official and/or a parent/ guardian. This includes the school building and parking lot, etc. Students must sign out at the office when leaving. Upon returning, students must report to the office to sign back in and obtain an admission slip or pass before going to class. Students are not released to anyone other than their parents/guardians during the school day unless the office has a phone call or a note signed by the student's parent/guardian indicating otherwise.
6. Students have the number of days absent plus one day to make up schoolwork upon return from the absence. The principal may request evidence about the absence.
  7. Students participating in school activities must be in school at least one-half day no later than 11:25 a.m. on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. Only in extraordinary circumstances is this rule waived by the principal.
  8. If a student incurs an unexcused absence on a competition or performance day and Administration is aware of the infraction, the student will not be allowed to participate that day or evening. When a student who is subject to the provisions of the Iowa compulsory attendance laws has accumulated 8 days of unexcused absence (including truancies) during a school year, a referral requesting appropriate action will be made to the County Truancy Committee.
  9. All students' parents/guardians may receive a phone call and/or letter of notification when their child(ren) have 8 total absences within the first semester or 15 absences for the school year during second semester.
  10. If there are ongoing attendance issues following the receipt of a letter of phone call, an additional phone call/meeting will be made/scheduled to discuss ways to resolve attendance issues. This may include the signing of a cooperation agreement.
  11. In the event, a cooperation agreement is not successful and the student falls under the compulsory attendance law, the family can be referred to the county attorney's office for mediation.

### **Closed Campus**

Once students arrive in school they are not to leave the school grounds without permission from the office. When students are excused, they are to sign out and they are to sign back in when they return.

The parking lot is off limits during the school day.

Seniors with open block should not arrive earlier than five minutes before class unless they have permission from administration.

### **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 the principal.

### **College Visits**

Seniors are encouraged to visit college campuses on weekends or school holidays. If that cannot be arranged, seniors may be excused up to two days to visit college campuses with the permission of the guidance counselor, timely completion of the "College Visitation" form.

## **Student Services**

### **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.

### **Bulletin Board and Announcements**

A student bulletin board is located by the cafeteria entrance. Students should check here daily for important announcements. All items for the board must be cleared through the office. Announcements at the high school are announced at the end of 1<sup>st</sup> block and posted on campus.

### **Assistance for Students**

Students who may need help with personal or school problems are encouraged to seek help from the guidance or student services departments. Peers, teachers, staff and parents may refer names of students who are in need of assistance.

### **Guidance Program**

The guidance program is designed to help students become well-rounded, productive adults. Confidentiality is maintained by employees involved in the guidance program.

### **Special Education**

Parents who suspect their child has a disability requiring accommodation or special education services are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled *Procedural Safeguards Manual for Parents*.

### **Gifted/Talented Program**

The Central DeWitt Community School District provides for students with outstanding talents and abilities in the following areas: general intellectual, specific academic, creativity, leadership, and visual and performing arts. The district uses an integrated gifted programming model with three levels of programming options as outlined in the G/T brochure available at registration or in the school office.

### **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. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another adult person directed by the parents. 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 where the student has been transported for treatment.

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.

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

### **Medication Administration**

Students may need to take prescription or nonprescription medication during school hours. 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. 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 trained personnel in the office. Medication must be in the original container with the following information on the **parental authorization form**: 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; and emergency phone number for parents.

Code No. 507.2 Revised 6/11/14

## ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be defined as any substance used for medical treatment, including, but not limited to prescription and nonprescription drugs and treatments. Medication shall not include nonprescription natural and/or holistic supplements, remedies and/or treatments, as the school employees administering said treatments are not able to determine the effects of the treatments.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

The student's parent may administer nonprescription natural and/or holistic supplements, remedies and/or treatments during the school day when the parent submits a written request to the superintendent or designee. The superintendent or designee will work with the parent to schedule the parent's administration of the nonprescription treatments to fit with the student's school schedule.

When administration of the medication requires ongoing professional health judgment of a district employee, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency. Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written record outlining all district administration of medication shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

## ADMINISTRATION OF MEDICATION TO STUDENTS

Medication shall be stored in a secured area unless an alternate provision is documented. The district will not store nonprescription natural and/or holistic supplements, remedies and/or treatments that will be applied by the student's parent.

Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

*Note: This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not receiving special education services, the policies and regulations address all students.*

*Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E3, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.*

Legal Reference: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 (2007)

Education [281] IAC §41.404(3)

Pharmacy [657] IAC §8.32(124, 155A)

Nursing Board [655] IAC §6.2(152)

Cross Reference:

506 Student Records

507 Student Health and Well-Being

- 603.3 Special Education
- 607.2 Student Health Services

**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.

**High School Media Center**

The Bonnie Muller Memorial Media Center is available to students during school hours. This 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 media center. All material leaving the media center need to be checked out. Fines are charged for overdue materials. A copy machine is available their for student use. The high school media center is open from 7:00-4:00 for those students needing to use WiFi or needing a quiet place to work.

Iowa AEA Online Resources

Iowa Area Education Agencies provide Iowa AEA Online, consisting of eight dynamic online resources, to all Iowa accredited schools. Students and staff have access at school and at home.

Websites available:

Wordbook Encyclopedia	Clipart
Magazine and newspapers	Videos

**URL: <http://www.iowaaeaonline.org>**

**High School User Name: 1082109**  
**Password: aea09**

**Middle School User Name: 1082431**  
**Password: aea09**

**Ekstrand User Name: 1082209**  
**Password: aea09**

**Nutritional Services**

Nutrition Services provide breakfast and lunch according to Federal Guidelines. .

Book	Board of Education Policy Manual: Central DeWitt CSD
Section	Series 700 - Noninstructional Operations and Business Services
Title	Negative Balance Procedures for the Central DeWitt CSD Nutrition Program
Number	710.4
Status	Active
Adopted	June 28, 2017

In order to provide students and parents/guardians in the Central DeWitt Community School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented effective July 1, 2017.

- The Central DeWitt Nutrition Service Department encourages parents to pre-pay meals for their children, thereby eliminating situations that could develop during mealtime over negative balances. Pre-payments for lunch and breakfast can now be made through Infinite Campus. Please go to the schools website at [www.cd-csd.org](http://www.cd-csd.org) and click on the Infinite Campus link. Cash and check payments will continue to be accepted by each school's cashier.
- Cashiers will start telling the students what their balance is when they have \$5.00 left in their account. When the child has reached a negative balance the cashier will hand the student a reminder slip signed by the Principal and the Nutrition Services Director.
- Students grades 4-12 wanting a lunch and not having money to purchase a lunch will be allowed to charge a meal up to the negative -\$10.00 limit. No extra's or ala carte items will be allowed when you have a negative balance.
- Students grades K-3 wanting a lunch and not having money to purchase a lunch will be allowed to charge a meal up to the negative -\$20.00 limit. No extra's or ala carte items will be allowed when you have a negative balance.
- When your child reaches the designated negative limit for their grade level a letter will be sent home from the cashier explaining that they will be served an alternate lunch meal the next day up to 3 times. Once you reach that 3 time limit you will be asked to pack a lunch from home.
- There will **not** be an alternate meal for breakfast. So when your child reaches the designated negative limit for their grade level the child will need to eat breakfast at home before they come to school.
- Alternate meals for lunch will consist of an alternate sandwich, a piece of fresh fruit or vegetable and a milk. There will be a charge of \$.80 for these items and they will only be allowed to have this alternate meal 3 times.
- Alternate meals will be provided to full paid status students and reduced priced students only. Any free status student **will not** be denied a meal. However, **ALL** students will not be allowed to purchase extra's or ala carte items once they reach a negative -\$0.01 balance.
- If there is no payment and no lunches brought from home for a period of 5 days, there will be a phone call from the Principal or Nutrition Services Director to set up a meeting with the parent or guardian to discuss alternate options or actions regarding this situation.



- **For students with a full paid status:** Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$5.00 or less left in their account.
- **For Students with a reduced paid status:** Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$2.00 or less left in their account.
- **For Students with a free paid status:** Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$-.01 or less left in their account.
- Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through <https://centralcommunityia.infinitecampus.org>. This system can be used to confirm that payments have been received, make payments, and monitor account activity.
- Parents may submit a free/reduced application if they are unable to pay for school lunches. A yearly application is required and can be updated any time your income status changes. Applications are available during registration or at individual school offices as well as on the district's website at [www.cd-csd.org](http://www.cd-csd.org). They can be printed and turned in to the Nutrition Services Department or you may now fill them out and submit them electronically online.
- Central DeWitt Community School District is committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parent/guardian to satisfy all financial obligations to the lunch program in a timely manner.

#### Federal Civil Rights Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.htm](http://www.ascr.usda.gov/complaint_filing_cust.htm). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

#### Iowa Nondiscrimination Statement

It is the policy of the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <http://www.state.ia.us/government/crc/index.html>

Legal 42 U.S.C. §§ 1751 et seq. 7 C.F.R. §§ 210 et seq. U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016). U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016). U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016). Iowa Code 283A. 281 I.A.C. 58.

Cross  
References [710.1 - School Nutrition Program](#)  
[710.2 - Free or Reduced Price Meals Eligibility](#)  
[710.3 - Food Served or Purchased by Students](#)

### **Cafeteria**

The district food and nutrition services provide breakfast and lunch. Breakfast is served from **7:40 a.m. until 8:05 a.m.** Each student is assigned a personal identification number for use in cafeteria. Students must keep money in their account in order to eat hot lunch or salad bar.

Students may bring their own sack lunch and purchase drinks here. Fast food (Hardee's, McDonald's, etc.) is not allowed in the cafeteria. Students may eat lunch with a parent as long as permission is secured from an administrator and no class time is missed.

In order to provide a lunchroom environment that is comfortable, provides good eating habits, and allows enough time to complete and enjoy the meal, we have adopted the following rules and procedures:

- 1) Go through the line in an orderly and quiet fashion.
- 2) Sit where the supervisor assigns you.
- 3) Avoid loud talking and noise.
- 4) Keep the cafeteria as clean as possible.
- 5) Pop is not allowed in the cafeteria.
- 6) Exit when dismissed in a quiet and orderly manner.
- 7) No food is to leave the cafeteria.

### **Pop/Energy Drinks/Colored Water/Juice/Coffee at School**

Students are not allowed to have these items **during school hours** unless it is for a classroom function that has been cleared by the office. You may have pop, juice, energy drinks, coffee, or water prior to 8:15 or after 3:00. H2O is the only thing that can be in the classrooms.

### **Parking**

Student parking is located in the back Southeast corner of the high school. Additional parking is available along the street. **Students may not park in the front lot or anywhere next to the building or in the fairgrounds.** Violations can or may be penalized by fines and/or the vehicle being towed.

### **Lost and Found**

Items that are found should be returned to the office for storage until the owner can be located.

### **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.

If a student has an in or out-of-school suspension, he/she is not to attend any extra curricular activities during the suspension. Faculty may deny student attendance on field trips if he/she has had either an in or out-of-school suspension.

### **Complaints and Grievances**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee other than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If a complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three days of the employee's decision. If a matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

### **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 responsible to the driver while on the bus or in another school vehicle,

loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Any change in bus assignments must be cleared through the principal or director of transportation.

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

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

A telephone is usually available for student use in the office. Students must have permission to use the phone. Calls must not be any longer than three minutes. Abuse of these rules will result in the phone privilege being removed. Unless it is an emergency, no students will be called from class for a phone call.

## **Behavior Guidelines**

### **Care of School Property**

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

### **Interferences in School**

Students may not possess radios, televisions, phones, pagers, cameras, Ipods, hand held games, laser pens, lighters, water guns, toys, and other similar items during school hours without permission from the office. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken to the office and parents will need to pick up. By state law, Board of Education policy and administrative policy, no student may be on school grounds with items of contraband which may include but is not limited to nonprescription controlled substances, such as barbiturates, marijuana, cocaine, amphetamines, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, lighters, weapons (including pocket knives), explosives, poisons and stolen property. Students who bring a firearm to school may be expelled for not less than twelve months. **Pop and food should not be brought to school.**

### **Cell Phone and Listening Device Policy**

***Cell Phones can be used between classes and at lunch, but we will have "zero" tolerance in the classrooms.***

If a cell phone or music listening device is taken from a student during a class, it will be handled in the following manner. **(No DEBATES: ANY DEVICE/PHONE TAKEN FROM A STUDENT WILL BE TURNED INTO THE OFFICE)**

**First offense:** the phone or listening device will be given back to the student at the end of the day by the office.

**Second offense:** parent has to pick up from the office

**Third offense:** parent has to pick up from the office

**Fourth offense:** 1 day in-school and parent must pick up in the office

**Continued offense:** 2 days in-school and a parent must pick up in the office

### **Hall Rules**

1. Students are required to walk in the halls.
2. Keep hands off other people and their possessions.
3. Avoid excessive noise, no shouting.
4. Be in class on time. Tardiness disrupts the entire classroom.
5. Do not gather in "social groups" in the hallways or restrooms.
6. Keep the halls free of litter.
7. No sitting in the halls unless on a bench - before and after school.

### **Guided Skills/SWS Resource**

While in guided skills, students are expected to conduct themselves as they would in any other class. Students must bring enough work to occupy them for the entire guided skills class period.

### **Detention**

A detention is an official reminder for offenses of a disciplinary nature. Detentions times are from 7:40 a.m. to 8:10 a.m. and 3:05 p.m. to 3:35 p.m.

Failure to serve a detention will result in an additional detention. Any request for a change in detention time must be made in the office by noon. The teacher assigning a detention will let the student know the place designated to serve the detention.

### **Anti-Bullying and Harassment Policy**

The Central DeWitt Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual’s person or property.
  2. Has a substantial detrimental effect on the individual’s physical or mental health. (3) Has the effect of substantially interfering with the individual’s academic or career performance.
  3. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in this policy manual as Code No. 104.E1. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the

Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

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

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of

its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment

If harassment is proven, the policy is:

FIRST OFFENSE: warned and explanation of harassment (all types).

SECOND OFFENSE: one to two days in-school suspension and parents notified.

Repeat offenses could go to the school board for possible expulsion.

### **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, nicotine, or look-a-like substances which would include electronic cigarettes/vapes. Parents of students found in violation of this policy may be contacted and the students face disciplinary action that could include suspension and/or expulsion. They may also be reported to law enforcement officials. Students found with illegal drugs may face a 10-day suspension.

Students bringing to school or possessing dangerous weapons, including firearms, or look-a-likes will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

### **Violence/Terrorism**

The Central DeWitt Community School District will not tolerate violence or the threat of violence. Assault and battery, or threat of, to a school employee will result in immediate suspension of the student involved and a recommendation to the Board for expulsion. Assault and battery on the part of one student to another may subject the student to discipline that could include suspension or a recommendation for expulsion. Charges may be filed with the appropriate authorities. **All students who willingly participate in a fight** may be suspended and parents may be required to come to school for a hearing.

### **Terrorism**

It is an act of terrorism to begin or circulate a report or warning about violence, fire, epidemic or other catastrophe, knowing such a report is false or warning is baseless. Never make a threat about harming someone or bringing a weapon to school.

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 any 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.

### **Abuse of Students by School District Employees-Code No. 402.3**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of and investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The Level I Investigators are: Carl Small (7-9 Counselor) 563-659-4767 and Molly Prombo (PK-3 Counselor) 563-659-4763. The Level II Investigator is: the DeWitt Police Department and the Clinton County Sheriff's Office

### **Physical Restraint of Students**

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 on 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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link (<http://www.iowa.gov/educate/>) and search for Timeout, Seclusion and Restraint.

### **Extortion**

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken.

### **Gambling**

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer students involved to the office. Repeated violations will be cause for suspension or placement on the expulsion penalty track.

### **Weapons Policy**

The Central DeWitt Community School district will not tolerate the possession and/or use of dangerous weapons or look-a-like weapons. Such items are not to be possessed by a student while they are on school district property, while attending or engaged in school activities, or while away from school grounds if their possession may have an adverse impact on the order and operation, efficient management and/or welfare of the school district.

Weapons are identified in two categories:

A. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Dangerous weapons include but are not limited to firearms, knuckles, chemical irritants, knives of all types, chains, clubs, stars, daggers, razors, instruments equipped with sharp blades or points, look-a-like/mock/replica weapons, shells, ammunition or any other explosive material, etc.

B. Articles designed for other purposes but which are being used, or threatened to be used to inflict bodily harm or intimidate. These articles include but are not limited to baseball bats, belts, combs, pencils, files, compasses, scissors, chemical irritants, chains, etc.

"Possession" means having a weapon in the student's personal possession, which includes the student's person, vehicle, clothing, jacket, bike bag, purse, desk, book bag, locker, or other container or area of confinement used by the student whether personal or school-owned. A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and will be subject to disciplinary action, including suspension or expulsion proceedings. Students bringing a weapon or look-a-like weapon to school may be immediately suspended from school and recommended to the school board for expulsion. Students bringing a firearm to school or

possessing a firearm on school property shall be expelled for not less than twelve months and will be referred to law enforcement authorities.

**In support of the district weapons policy students will not be allowed to carry or wear chains, such as those attached to pants, shorts, and connected to wallets or other items.**

For a more detailed explanation of this policy, please refer to the Required Publications Handbook.

### **Search and Seizure**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

### **SEARCH AND SEIZURE REGULATION**

#### I. Searches, in general.

A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

B. Reasonable Scope: 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:

- (1) the age of the student
- (2) the sex of the student
- (3) the nature of the infraction
- (5) the emergency requiring the search without delay

#### II. Types of Searches

##### A. Personal Searches

1. A student's person 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.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

(a) Pat-Down Search: 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.



(b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are 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.

#### B. Locker Inspections

1. Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker. Periodic inspections of all or a random selection of lockers 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 may be turned over to law enforcement officials.

2. The contents of a student's locker (coat, backpack, purse, etc.) may be searched when a school official has 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 should be conducted in the presence of another adult witness when feasible.

#### Video Cameras

The Central DeWitt Community School District board of Directors has authorized the use of video cameras on school district buses and in school hallways. The video cameras will be used to monitor student behavior to maintain order on the school buses and in the hallways to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in disciplinary proceedings involving their child.

#### Bicycles/Skateboards/Mopeds/Scooters

High school student bicycles will be parked in the rack located by the west door of the high school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe good safety rules.

**Skateboards can be transportation to school. Once in the building the skateboard must be kept in the student locker. It is not to be used within the school building and will be taken away the first time it is used inappropriately.**

#### Mopeds

Mopeds will be required to park on the very north edge of the high school parking lot.

### Student Activities

#### Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. If an activity ticket is purchased and a student has a smart phone he/she should take a picture of the ticket and preset that to the ticket takers. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

### Central DeWitt High School Student Good Conduct Rule

The Board of Directors of the Central DeWitt Community Schools offers a variety of voluntary activities to enhance the classroom education of its students. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the State Associations, the Board, school administration, and individual activity coaches and/or sponsors. Students who wish to exercise this privilege must conduct themselves in accordance with Board policy at all times and in all places (365 days a year; 366 days each leap year). The principal or designee shall keep records of violations of the Good Conduct Rule.

## GOOD CONDUCT CODE

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular and co-curricular activities. Students participating in extracurricular and co-curricular activities shall commit themselves to meet the standards of this code and of the Student Code of Conduct<sup>1</sup> at all times and in all places (365 days a year).<sup>2</sup>

### I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of extracurricular and co-curricular activities at the Central DeWitt Community School District. These activities are an important part of the District's total educational program and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well-being, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular and co-curricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. It is important that the student's family serve as a guiding influence and determinant of student behavior. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner. The District and its student body are often evaluated on the character and conduct of its extracurricular and co-curricular activity participants.

The Principal and/or designee may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

### II. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in extracurricular and co-curricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement indicating that they will abide by the Good Conduct Code.

### III. APPLICABLE ACTIVITY PROGRAMS

The Good Conduct Code applies to all extracurricular and co-curricular activities, including but not limited to:

1. all athletic teams;
2. speech contests;
3. Iowa Youth Symposium;
4. all extracurricular clubs, including, but not limited to, science club, FBLA, FCCLA;
5. drama productions;
6. FFA;
7. Model UN;
8. all school royalty and school honors, including, but not limited to, royalty and prom king and queen;
9. dance team;
10. Student Council and elected offices;
11. National Honor Society;
12. all fine arts co-curricular activities;
13. Robotics

### IV. DEFINITIONS

1. **Competition/performance** means a specific event that is a component of an extracurricular or co-curricular program whether it be a contest, a social activity (including, but not limited to, prom and homecoming), a performance, a school-sponsored trip that is part of the extracurricular or co-curricular activity, etc.
2. **Offense** occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code. Middle School students must also abide by this Good Conduct

Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.

3. **Possession** – With regard to alcohol, drugs, simulated controlled substances, and tobacco, possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control or accessible to the student and the student has knowledge of the prohibited substance's presence.
4. **School days** shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays.)
5. **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior which violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.
6. **Year**, as it is used in this policy means one calendar year.

V. **APPLICATION OF THE GOOD CONDUCT CODE**

Appropriate student behavior is required by and impacts on all extracurricular and co-curricular activities in which a student participates. If a student is participating in multiple extracurricular and co-curricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities.

VI. **CONDUCT REQUIREMENTS**

Students shall:

1. Abide by the Good Conduct Code at all times and in all places.
2. Abide by any additional, specific rules and regulations that the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.) The Principal and/or designee before distribution to students will approve such rules and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.

General Standard

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of age, color, creed, disability, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or socioeconomic status, and a respect for their rights, property, and dignity.

VII. **VIOLATIONS**

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions.

Students shall not:

1. Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
2. Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
3. Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
4. Possess, use, or be under the influence of alcoholic beverages.
5. Assault or physically or sexually abuse any person.
6. Use, possess and/or transmit tobacco or imitation substances, including electronic cigarettes and any devices used to deliver nicotine to the person inhaling from the device, and any other look-a-like products that may not be used for nicotine (i.e. vapors).
7. Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
8. Participate in any conduct that, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

VIII. **DETERMINATION OF VIOLATION**

When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy or the rules of a specific extracurricular or co-curricular activity, the Principal or designee will determine whether the student has committed a violation.

Prior to making a final determination that there has been a violation, the Principal or designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation. The student shall (i) be notified, orally or in writing, of the

allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The Central DeWitt Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the Good Conduct Code, the Principal or designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within five school days of the determination. In addition, the parent(s) will be notified orally, if possible.

#### **IX. PENALTIES FOR VIOLATION(S)**

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The penalty shall be imposed within three (3) school days of the Principal's or designee's determination of a violation.

An ineligible student must participate in practice during the period of ineligibility to the satisfaction of the coach/sponsor; however, the student shall not be permitted to dress for or participate in the contest.

When student behavior results in a violation set out in I.-VIII. above, the following consequences will be enforced. The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violations, including but not limited to: severity of violation, intent, student cooperation, injury to student or others, the potential for harm to student or others, student attitude, and other matters deemed to be important factors in the specific case at the discretion of the Principal and/or designee. (For example, significant damage to school property, arrest for an aggravated misdemeanor or felony criminal offense).

**First Offense:** A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all extracurricular and co-curricular activities for six (6) to nine (9) weeks; will perform five (5) hours of administratively pre-approved community/school service within thirty (30) days of the violation,

**Second Offense:** A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all extracurricular and co-curricular activities for twelve (12) to fifteen (15) weeks; will perform ten (10) hours of administratively pre-approved community/school service within thirty (30) days of the violation.

**Third Offense:** A student whose violation of the Good Conduct Code constitutes a third offense will be prohibited from participating in extracurricular and co-curricular activities for the remainder of the student's high school career.

A period of ineligibility may carry over from one activity to another and may carry over from one school year to the next.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student participates.

If a student is participating in multiple extracurricular and co-curricular activities at the time the student is found in violation of the policy, the student's period of ineligibility shall apply to all activities.

A student must begin involvement in an extracurricular or co-curricular activity from the date on which that activity begins and will not be allowed to join an extracurricular or co-curricular activity in progress unless the coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations. If a student joins an

activity with an outstanding Good Conduct Code violation, the student may not quit or be removed from such activity until the end of that activity's season if the student wishes to get credit for satisfying the student's ineligibility period.

#### **X. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT**

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular or co-curricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in school suspension.

#### **XI. STUDENT APPEAL**

A student may contest the Principal's or designee's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student may be accompanied by his/her parent or guardian. A student may be represented by legal counsel in any hearing before the District's Board of Directors.

#### APPEAL

When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal or designee will be final and no further appeal will be allowed. The decision of the Principal or designee regarding a violation of the Good Conduct Code may be appealed to the Superintendent only when the student's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within ten (10) school days of receipt of the Principal's or designee's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and/or designee and the student's objections within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal and/or designee, the student, and/or the student's parents within ten (10) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code and the Principal's or designee's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed.

When student behavior results in a third violation of the Good Conduct Code, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within ten (10) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

#### **XII. SCHOLASTIC ELIGIBILITY**

In order to participate in extracurricular or co-curricular activities, a student must comply with all rules and/or regulations regarding student eligibility established by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Girls' Athletic Union, and any other entity that may establish applicable rules and regulations concerning student eligibility, including scholastic eligibility, to participate in extracurricular or co-curricular activities.

Any student who fails to comply with all applicable rules and regulations will be ineligible to participate in any extracurricular activities for thirty (30) consecutive calendar days after the grading period. There will be two grading periods, at the end of the first semester, and at the end of the second semester. A student who is ineligible at the end of the second semester will be ineligible for summer activities for thirty (30) consecutive calendar days after the grading period.

Notice of academic ineligibility for any grading period will be given to the student on the first day of the next grading period, barring any unforeseen circumstances (i.e. weather).

Special education students will be required to make appropriate progress on their IEP or individual plan.

All fine arts co-curricular activities will follow the IHSSA & IHSMA academic policies.

### **XIII. SCHOOL ATTENDANCE**

All students who are scheduled to participate in an extracurricular activity on any day that school is in session must attend at least one-half day of school on that day of the activity, unless excused directly by the Principal. Medical appointments, dental appointments, and illness are excusable if the Principal so deems. Juniors and Seniors visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal. The Principal has the sole discretion in determining whether an absence will be excused.

*Footnotes:*

1. *The Student Code of Conduct refers to a standard of conduct for student behavior in school.*
2. *The following rules and policies have been approved by the Central DeWitt Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.*

Approved 6/30/1998

Revised 1/17/2018

### No Child Left Behind Act Parental Notification Under NCLBA

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Listed below are some of the requirements that are in addition to the district's annual report card. (It includes only those notices that must be made to parents by school districts or individual public schools.)

1. At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following: whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught, whether the teacher is teaching under emergency or provisional status through which state licensing criteria

have been waived. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree. If the child is provided services by paraprofessionals, their qualifications

2. *A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.*

3. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program.

4. A school district receiving Title 1 funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified. *The notification should also include:* an explanation of what the identification means how the school compares in terms of academic achievement with other schools in the district and in the state the reasons for the identification what the school is doing to address low achievement what the district and state will do to help the school *how the parents can become involved in addressing the school's academic issues* an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child

If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before any action is taken and to participate in developing any restructuring plan.

5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.

6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLBA.

Schools must: hold at least one annual meeting for Title I parents offer a flexible number of meetings involve parents in an ongoing manner in the planning, review and improvement of Title I programs provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment if requested, opportunities for regular meetings to discuss the education of their children develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement

7. *A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.*

8. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.

9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request.

10. To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend. They should also be notified that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children.

11. *A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.*

12. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: *activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information* administration of surveys that contain requests for certain types of sensitive information any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

13. If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLBA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

## Central DeWitt High School Academic Integrity Policy

**Central DeWitt High School** is committed to academic integrity.

The administration and staff of this school expect that all students submit coursework that reflects their own individual, original efforts.

Cheating of any kind, as well as plagiarism, is a direct violation of the academic integrity policy.

**Examples of plagiarism include, but are not limited to, the following:**

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own; using a translator program online: or



Copying homework.

- Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds/music or other piece of information without citing the source.
- Paraphrasing another person's unique idea without citing the source
- Using any fact, statistics, graphs, drawings, picture, sounds/music or other piece of information without citing the source.
- Paraphrasing another person's unique ideas without citing the source
- Letting someone else write portions of a paper
- Inventing sources
- Turning in work that is previously submitted for another class, for a new grade

Guidelines for citing/documenting sources are available online and will be taught in language arts class.

In order to foster student's good character and academic integrity, Central DeWitt High School uses the following academic integrity policy:

<b>VIOALTION</b>	<b>Procedure</b>	<b>Penalty</b>
1st offense in high school	-Teacher reports offense; -Include indiscipline record -Parent contacted	-Student earns zero for the work in question
2 <sup>nd</sup> offense in high school	-Teacher reports offense; -Include in discipline record -Parent conference	-Student earns zero for the work in question  -Student receives no more than 60% that quarter grade -Penalties will be determined by National Honor Society Faculty Council
3 <sup>rd</sup> and subsequent offenses in high school	-Teacher reports offense; returns to school -Include in discipline record -Parent conference before student returns to school	-No credit for semester class

If the plagiarism is deemed by the instructor to be unintentional/accidental, the instructor will impose a penalty. The student may be asked to rewrite the assignment and resubmit. The grade may be reduced.

**\*\*Real world consequences: Job loss, college expulsion, legal action-lawsuits, fines.\*\***

**We have read and understand the above policy.**

\_\_\_\_\_  
**Student Signature**                      **Date**

\_\_\_\_\_  
**Parent/Guardian Signature**                      **Date**

**Class of** \_\_\_\_\_

**Student Print Name** \_\_\_\_\_