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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

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

It is the policy of the Central DeWitt Community School District not to discriminate in its educational programs and/or activities on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status, gender, socioeconomic status, or creed, in accordance with state and federal laws, rules, and regulations. The District is committed to the policy that no otherwise qualified person will be excluded from educational programs or activities on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status, gender, socioeconomic status, or creed. Further, the District and the Board affirm the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Jen Vance, Title IX Coordinator, 331 E. 8th Street, DeWitt, IA 52742, (563) 221-1620, jen.vance@cd-csd.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). If you have questions or a grievance related to any other provision of this policy, please contact the Superintendent, 331 E. 8th St., P.O. Box 110, DeWitt, IA 52742, phone 563-659-0700.

***NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.***

***NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment***

### **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 displays of affection are 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, 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.

### CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Central DeWitt Community School District not to discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Jen Vance, Title IX Coordinator, 331 E. 8th Street, DeWitt, IA 52742, (563) 221-1620, jen.vance@cd-csd.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). If you have questions or a grievance related to any other provision of this policy, please contact Dr. Dan Peterson, Superintendent, 331 E. 8th St., P.O. Box 110, DeWitt, IA 52742, phone 563-659-0700 or email dan.peterson@cd-csd.org.

### Central DeWitt Middle School Schedules

<u>Regular Schedule</u>	<u>Early Dismissal</u>	<u>Late Start</u>
<u>CDMS Block</u> <b>1</b> 8:00-9:26 <b>2</b> 9:29-10:55 <b>Quest</b> 10:58-11:34 <b>3</b> 11:37-1:33 Lunch: A. 11:37-12:04 (11:52 - 12:04) B. 11:54-12:21 (12:09 - 12:21) C. 12:11-12:38 (12:26 - 12:38) D. 12:28-12:55 (12:43 - 12:55)  <b>4</b> 1:36-3:00  <u>CDMS Skinny</u> <b>1A</b> 8:00-8:42 <b>1B</b> 8:44-9:26 <b>2A</b> 9:29-10:11 <b>2B</b> 10:13-10:55 <b>Quest</b> 10:58-11:34	<u>CDMS Block</u> <b>1</b> 8:00-8:56 <b>2</b> 8:59-9:56 <b>4</b> 9:59-10:56 <b>3</b> 10:59-1:00 <b>Quest</b> 1:00-1:30 Lunch: A 10:59-11:26(11:14-11:26) B 11:16-11:43(11:31-11:43) C 11:33-12:00(11:48-12:00) D 11:50-12:17(12:05-12:17)  <u>CDMS Skinny</u> <b>1A</b> 8:00-8:27 <b>1B</b> 8:29-8:56 <b>2A</b> 8:59-9:26 <b>2B</b> 9:28-9:56 <b>4A</b> 9:59-10:25 <b>4B</b> 10:27-10:56	<u>CDMS Block</u> <b>1</b> 10:00-10:54 <b>3</b> 10:59-1:09 Lunch: A. 10:59-11:27(11:15-11:27) B. 11:15-11:43(11:31-11:43) C. 11:31-11:59(11:47-11:59) D. 11:47-12:15 (12:03-12:15)  <b>2</b> 1:12-2:06 <b>4</b> 2:09-3:00  <u>CDMS Skinny</u> <b>1A</b> 10:00-10:27 <b>1B</b> 10:29-10:56 <b>3A</b> 10:59-12:25 <b>3B</b> 12:27-1:09 <b>2A</b> 1:12-1:38 <b>2B</b> 1:40-2:06

<b>3A</b> 11:37-12:49 <b>3B</b> 12:51-1:33 <b>4A</b> 1:36-2:17 <b>4B</b> 2:19-3:00	<b>3A</b> 10:59-12:15 <b>3B</b> 12:17-1:00 <b>Quest</b> 1:00-1:30	<b>4A</b> 2:09-2:33 <b>4B</b> 2:35-3:00
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**Middle School--School Day**  
**(8:00 a.m. - 3:00 p.m.)**

Central DeWitt Middle School doors open at **7:30 a.m.** The media center will be open at 7:30 a.m. and will remain open until 3:30p.m. Students are permitted to congregate in the Library or the Saber Den, which is located just outside the library by the gym entryway. Students will be dismissed to their first class at 7:45am and are **expected to be in their classroom by 8:00 a.m.** Students are expected to be in their scheduled classroom at the time of the bell. Not being in the classroom will result in a tardy, which will be noted on Infinite Campus. The student will not be allowed to return to the class she/he is coming from to obtain a pass as this causes further disruption in the classroom. However, if the student is able to produce evidence from the sending staff member, the tardy can be lifted from the receiving teacher. It is preferred that the sending teacher send an email or a note with the student.

Each teacher will keep track of students who are tardy to his/her class. After a student has been late to a class three times, the student is to serve a 15 minute time after school with that teacher. Part of the time spent with that teacher will include a discussion as to why the student is late to class and helping organize the student when necessary. For each tardy that occurs after the third one, the teacher will again keep the student after school for reteaching time. If a student does not show up for this scheduled time with a teacher the student will be referred to the Director of Student Services, and serve a 30 minute detention. Also, after five times tardy to an individual class, the student will be referred to the Director of Student Services. Student tardy count will start over each quarter.

**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. During school hours, CDMS students are expected to dress and groom themselves in a way that is neither offensive nor distracting to other students and/or faculty. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. A student will be required to change his/her clothing or leave school if the dress code policy is not followed. Continued referrals to the office for dress code violations will be considered insubordination.

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 administration makes the final determination of the appropriateness of the student's appearance.

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

1. Clothing that exposes the midriff, cleavage, or buttocks is not to be worn at school.
2. Spaghetti straps, tube tops, halter-tops, backless tops, and one shoulder tops are not acceptable.
3. Undergarments must not be visible.
4. No outdoor winter coats are allowed in the classroom.
5. Book bags and gym bags are not allowed in the classrooms without permission from the office.
6. Headwear (bandanas, hats, sweatbands, or hoods), or chains may not be worn at any time in the building.

7. Headphones should not be used unless otherwise directed by a staff member between 8:00am - 3:00pm.
8. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
9. No clothing or apparel is to promote products illegal for minors, display obscene material, sexual remarks, profanity or make reference to prohibited conduct.
10. School administration makes the final determination of the appropriateness of a student's appearance.

### **Inclement Weather**

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 email 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.central-csd.org](http://www.central-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 charter 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, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) 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, living in a motel, hotel, trailer park, or camp ground due to lack of alternative adequate accommodations, living in an emergency or transitional shelter, abandoned in a hospital, or 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, train station, or similar settings
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 659-0715 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 are required to pass a TB test prior to attending school. Parents who have questions should contact the office 659-0735.

### **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 and provide a valid form of identification. If a student wishes to bring a guest to the middle school, the student must receive permission from the school administration prior to the guest's visit. A Visiting Student Registration form must be completed.

### **On Campus Buildings**

Students need to remain in their assigned buildings unless permission has been granted by administration.

### **Legal Status of Student**

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

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

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

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's 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 Middle School Students**

Academic Eligibility for extracurricular activities for Middle School students at 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. Middle School will be 15 calendar days, the athletic director will determine the dates of no participation.

### **Academic Integrity policy**

Central DeWitt Community School District is committed to academic integrity. The administration and staff expect that all students submit coursework that reflect their own individual and original efforts. Cheating of any kind, including plagiarism, is a direct violation of the academic integrity policy.

This policy covers all aspects of academic integrity, including plagiarism and cheating. All parties involved in the incident will be held to the same consequences.



This policy includes all 7th-12th grade students. Specifics regarding each grade level include:

- **Grades 7th-9th**
  - Offenses will not carry into the next school year
  - Every incident of violating the policy counts as an offense
- **Grades 10th-12th**
  - Students will enter 10th grade with a clean slate, but offenses will carry over into subsequent years
  - Every incident of violating the policy counts as an offense
- 
- Violation 1st offense
- Procedure: Teacher contacts building administrator and parents of student(s) involved  
Enter details of the incident in Infinite Campus under the Academic Integrity Tab (teacher and building administrator work together on this)  
The mark in the grade book should reflect the score for the second attempt and be flagged with a comment citing that this is a second attempt due to a violation of the academic integrity policy
- Penalty: Student completes the work (retakes a different version of the assessment, re-writes a paper...)  
The second attempt can earn no higher than a Developing (DV) mark. This pertains to all situations, paper, project, or test  
The mark in the grade book should reflect the score for the second attempt and be flagged with a comment citing that this is a second attempt due to a violation of the academic integrity policy
- Violation 2nd offense
- Procedure: Teacher contacts building administrator and parents of student(s) involved  
Enter details of the incident in Infinite Campus under the Academic Integrity Tab (teacher and building administrator work together on this)  
The mark in the grade book should reflect the score for the second attempt and be flagged with a comment citing that this is a second attempt due to a violation of the academic integrity policy
- Penalty: Student completes the work (retakes a different version of the assessment, re-writes a paper...)  
The second attempt can earn no higher than a Developing (DV) mark. This pertains to all situations, paper, project, or test. The mark in the grade book should reflect the score for the second attempt and be flagged with a comment citing that this is a second attempt due to a violation of the academic integrity policy  
Student will be required to research at the college/work to learn about the consequences in those environments and present those findings at a meeting involving the teacher, parents, administrators  
*(Administrators and Guidance Counselors will facilitate this step)*
- Violation 3rd offense
- Procedure: Teacher contacts building administrators  
Administrators contact parents. Enter details of the incident in Infinite Campus under the Academic Integrity Tab (teacher and building administrator work together on this)
- Penalty: Student will not be eligible to receive credit for the semester in the course where the third offense occurred

**Homework**

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

**Incomplete Grades**

Incomplete grades need to be made up within one week of the end of a grading period. Circumstances out of student’s control will be dealt with accordingly. This is for students who have missed school.

**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. Examples of these test may include Iowa Assessments,, MAP, PLAN, etc..

**Changing Classes/Drop A Class at CDMS**

Students who wish to change a class must do so within **two weeks** after the start of the semester.

**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.

**Grade Reports**

Grade Reports can be accessed on the Parent Portal of Infinite Campus. A School Messenger (email) will be sent to parents once the quarter are completed.

**Middle School Honor Roll and Academic Honors**

The school district honors students who excel academically. Students who earn a grade point average of 3.00 (with no F’s) or more during a quarter will be named to the honor roll. Honor roll and Grade Point Average will be calculated by points earned for each grade.

**Middle School Grade Scale**

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

**Central DeWitt Proficiency Scale**

Scale score	Academic Descriptor	Percentage Equivalent	GPA Equivalent
-------------	---------------------	-----------------------	----------------

4	Exceeding (EX)	100	4.0
3.5	Securing (SE)	95	4.0
3	Meeting (MT)	90	4.0
2.5	Approaching (AP)	85	3.0
2	Developing (DV)	75	2.0
1.5	Progressing (PR)	65	1.0
1	Beginning	60	1.0
Insufficient Evidence (IE)		50	0

Missing Evidence: The student has not submitted any evidence to show understanding of the learning goal

\*\*Incomplete is only used at the end of a grading period when a student has a legitimate reason for not completing the work. The timeline for completion is dependent upon the circumstances\*\*

**Retake Policy**

1. **SRG:** The two week window begins after the last piece of feedback is given for the unit of study. Once the two week window passes, the entry in the gradebook becomes an IE, or and M (see description above), which both equate to a 50% (which equals a failing grade)

2. **Traditional Grading:** After the two week window, the student’s opportunity for a retake may be gone (unless the teacher chooses to extend the window beyond two weeks)

**Records**

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

**Internet Access**

Please refer to the district Acceptable Use Policy.

**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**

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: 563-659-0715

Middle School Office: 563-659-0735

Intermediate Office: 563-659-4780

Elementary Office: 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. All students' parents/guardians may receive a phone call and/or letter of notification when their child(ren) have 10 total absences within the first semester or 15 absences for the school year during second semester.
9. 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.

10. 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.

### **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.

### **Tardiness**

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.

### **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.

### **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.

## **Student Services**

### **Announcements**

Students are responsible for knowing the content of daily announcements which can be found on Infinite Campus. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are also emailed to the students daily.

### **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*.

### **Extended Learning Program (ELP)**

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. 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.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision and hearing. 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.

### **7-12 Media Center**

1. The media center is open from 7:30 a.m. to 3:30 p.m.
2. The media specialist and full-time media aide are available to help students and staff.
3. Most books are checked out on a two-week basis with a fine of five cents per school day for overdues.
4. Reference and books on reserve may be checked out **OVERNIGHT** only. Magazines may be checked out for a week. Current magazines in plastic covers must stay in the media center until the new issue arrives.
5. All materials in the media center including encyclopedias may be checked out with the understanding that lost materials must be paid for by the person checking them out.
6. Overdue lists will be sent to students by computer.
7. The media specialist and media aide are there to help you. **Ask for help when you need it.**

8. Conference rooms are available for small and large group work.
9. Students must have a pass from their teacher to use the computers. There are sign-up sheets for the computers in the media center. No students' game disks are allowed.
10. In order to maintain a clean environment, food and beverages are not allowed in the media center during school hours.

### **Nutritional Services**

Nutrition Services provide breakfast and lunch according to Federal Guidelines. Personal identification number is required to purchase a meal. Cashiers will start telling students what their balance is when they have \$5.00 left in their account. 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 the student has a negative balance. When the student reaches the designated negative limit for their grade level a letter will be sent home from the Nutrition Director explaining what they owe and it will ask the parent to fill out a free and reduced eligibility form. Once the student reaches that negative limit they will be asked to pack a lunch from home and will need to eat breakfast at home before they come to school.

### **Cafeteria**

The district food and nutrition services provide breakfast and lunch for all students. Breakfast is served from 7:25 a.m. until 7:55 a.m. Each student is assigned a personal identification number to access their private account. Students must keep money in their account in order to eat hot lunch. Students may bring their own sack lunch and purchase drinks here. Fast food (Subway, 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.
- 5) Keep the cafeteria as clean as possible.
- 6) Pop and Energy Drinks are not allowed in the cafeteria.
- 7) Exit when dismissed in a quiet and orderly manner.
- 8) No food is to leave the cafeteria.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Principal or Nutrition Director at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

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

Students are **not allowed** to have these items at school unless it is for a classroom function that has been cleared by the office.

### **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. 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.

## **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**

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.

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

Students are to have their cell phones/PED's turned off from the hours of 7:55am-3:00pm unless granted permission from a staff member. If a cell phone or music listening device is taken from a student during the school



day, it will be handled in the following manner.

**First offense:** The phone will be turned into the office. The student will be given the device back at the end of the school day.

**Second offense:** A parent/guardian has to pick up from the office.

**Third offense:** A parent/guardian has to pick up from the office.

**Fourth offense:** 1 day inschool

**Continued offense:** 2 days inschool and the student will have to turn the phone into the office every day for the remainder of the school year.

### **Hall Rules**

1. Students are required to walk in the halls.
2. Avoid excessive noise, no shouting.
3. Do not gather in "social groups" in the hallways or restrooms.
4. Students must have a pass from a teacher or office to be in the halls during class time.

### **Detention**

A detention is an official reminder for offenses of a disciplinary nature. Middle school detentions are assigned at the discretion of the staff member assigning the consequence. Middle school detentions times will always begin at 3:00 pm and can last as long as 3:30 pm.

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 staff member assigning a detention will let the student know the place designated to serve the detention.

### **ANTI-BULLYING/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.

### **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" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student's person or property.
  - (2) Has a substantial detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" 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**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination 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.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this 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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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, 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.

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.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

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

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. 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-alikes 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**

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 an 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) 659-0735 and Tanya Glennon (PK-3 Counselor) 659-0750. The Level II investigators are: 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-alike/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, non prescription 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 Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated 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
- (4) 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**

Middle school students may park their bicycles at the bike rack in front of the intermediate school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe good safety rules. Bikes and skateboards are not to be ridden on school campus.

### **Mopeds**

Middle school students will be required to park at the old bus garage across from the middle school.

### **Snow**

Throwing snow (or anything) is dangerous and should not happen. Expect disciplinary consequences if you decide to throw anything at another person.

## **Student Activities**

### **Activity Tickets**

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

### **Central DeWitt Middle 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 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 preapproved 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 preapproved 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 such activity or be removed from 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

### **Academic guidelines for activities**

1. Student academic progress will be monitored each Wednesday.
2. Students with a failing grade will not be able to participate in extra-curricular activities for the following seven days. School work counting towards the eligibility grade will be accepted up to 4pm on the Tuesday

prior to the Wednesday as mentioned in #1.

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

### **Physical Examinations**

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

### **Social Activities at CDMS**

Any student who is in in-school suspension or suspended from school may not attend school activities or participate in an extracurricular activity contest during the suspension time. Students may be restricted by the principal from attending school functions when excessive or chronic offenses have occurred. All social events are under the guidelines of the complete discipline program. Middle school students are reminded that behavior at school will determine whether you are allowed to come to athletic events or other after school activities. Misbehavior at an activity may result in the student losing the privilege of attending other activities. The school dress code is in force at all school activities.

### **Student Participation in Non-school Athletics**

Non-varsity and middle school student athletes who are participating in a sport sponsored by a governing organization may participate in that sport as an individual or member of a team in an outside school event during the same season with the approval of the superintendent of schools or his/her designee.

### **Student Council**

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. This group of delegates is elected by the student body. The group consists of a president, vice-president, secretary and treasurer. Six delegates are elected from each grade level at the middle school. Elections are conducted at each grade level at-large.

### **Assemblies**

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

### **Student Fundraising**

Students may raise funds within the building for school activities on approval of the principal and superintendent prior to the start of a fundraising campaign. Fundraising that involves the community requires Board of Education approval. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students may not solicit funds from teachers, employees or other students during the school day without permission of the principal. Students who violate this rule are asked to stop. Violations of this rule

may result in future fundraising activities being denied.

### **Student Publications**

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

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication, which is: Obscene, libelous, slanderous, encourages students to commit unlawful acts, violate school district policies, rules or regulations, cause the material and substantial disruption of the orderly and efficient operation of the school or school activity, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere, or infringe on the rights of others.

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

## **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.