

Clear Creek Amana High School



PARENT / STUDENT HANDBOOK

2021-2022

Clear Creek Amana High School
551 W. Marengo Rd.
P.O. Box 199
Tiffin, IA 52340

Main Office: 319-545-2361

Fax: 319-545-2863

Guidance: 319-545-5623

www.ccaschools.org

BLOCK/BELL SCHEDULES 2021-2022

1st block	8:25 – 9:45	(80 min)
2nd block	9:50 – 11:10	(80 min)
3rd block	11:15 – 1:05	
1st shift	11:15 – 11:45	(30 min)
2nd shift	11:55 – 12:25	(30 min)
3rd shift	12:35 – 1:05	(30 min)
4th block	1:10 – 2:30	(80 min)
CLT	2:35 – 3:20	(45 min)

Early Out Schedule 8:25-1:20

1st block	8:25-9:25	(60 min)
2nd block	9:30-10:35	(65 min)
	<i>(Announcements 10:30-10:35)</i>	
3rd block	10:40-11:40	(60 min)
4th block	11:45-1:20	(65 min)
	1st lunch: 11:40-12:10	
	2nd lunch: 12:15-12:45	
	3rd lunch: 12:50-1:20	

2 Hour Late Start Schedule 10:25 -3:10

1st Block	10:25 – 11:25	(60 min)
2nd Block	11:30 – 1:10	(62 min)
	1st Shift: 11:30 – 11:55	
	2nd Shift: 12:05 – 12:30	
	3rd Shift: 12:45 – 1:10	
3rd Block	1:15 – 2:15	(60 min)
4th Block	2:20 – 3:20	(60 min)

CLEAR CREEK AMANA HIGH SCHOOL HANDBOOK

FOREWORD

NOTICE OF NONDISCRIMINATION

It is the policy of the Clear Creek Amana Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Lori Robertson, 1486 Hwy 6 NW, Oxford, IA 52322, 319-828-4510, lorirobertson@ccaschools.org

MISSION

The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible community members by providing an environment that inspires quality lifelong learning.

Administrative Staff

Mark Moody	Principal	markmoody@ccaschools.org
Mike Potter	Assistant Principal	mikepotter@ccaschools.org
Kurt Ronnfeldt	Activities Director	kurtronnfeldt@ccaschools.org
Ryan Paulson	Dean of Students	ryanpaulson@ccaschool.org

Office Staff

Julie DeVries	Building Secretary	juliedevries@ccaschools.org
Mary Lou Grimm	Business Secretary	marylougrimm@ccaschools.org
Jessica Kelso	Health Associate	jessicakelso@ccaschools.org
Shannon Reisinger	Counselor	shannonreising@ccaschools.org
Abby Kite	At-Risk Counselor	abbykite@ccaschools.org

GENERAL STUDENT EXPECTATIONS

Teachers will communicate specific classroom expectations to students at the start of the school year / semester. Students will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. **Make school attendance a priority.** Consistent and prompt attendance in every class is critical for successful academic performance.
 - a. An unexcused absence may result in no credit for class work that day.
 - b. For pre-approved / school-related absences students should have work for the day completed or arrangements with teachers made prior to being excused.
 - c. The tardy policy will be enforced by each classroom teacher.
2. **Be prepared for and participate in class.**

- a. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook/folder, and other materials related to the class.
 - b. Complete homework in a neat and legible manner.
 - c. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in any classroom. Items which inhibit maximum academic effort will not be allowed. Electronic devices or cellular phones may not be turned on during classroom sessions. Pagers, beepers, portable/cellular telephones, and other similar communication devices are prohibited.
3. **Respect other people and their property.**
- a. At all times the student should act with courtesy toward teachers, staff members, and students. Both their actions and words should reflect such courtesy.
 - b. The student is responsible for keeping all school property (books, classroom materials) in good condition.

ATTENDANCE POLICIES

PHILOSOPHY

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program; to develop habits of punctuality, self-discipline and responsibility; and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for the absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only inhibits their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self discipline. Lifelong patterns of responsibility and self-discipline are fostered by attention given them during the years of school attendance.

There are times, however, when the administrators may endorse an activity or trip determined to provide advantages that outweigh the problems associated with absence from school. Attendance at such approved trips and activities will not be considered an absence from school.

Excessive Absences: If a student misses 10 days of a single class (excused or unexcused absences), the administration reserves the right to review the student's situation and remove that student from the class. It is possible that the student would then be placed in online learning to earn credit. Students will be expected to attend their online learning block within the school day.

LEAVING SCHOOL: CHECKING IN/OUT

Clear Creek Amana Schools have closed campuses. Any student arriving after school has started (8:25) or leaving before the end of the school day (3:20 / 1:20 on Early Release days) is required to check in/out through the office. All requests to leave school while school is in session must be accompanied by parental permission and must be cleared through the office *prior to the beginning* of that class. Due to our closed campus policy, students will not be allowed to check out during lunch unless a parent/guardian physically signs the student out at the time the student is leaving. Failure to follow check in/out procedures through the office may result in the student's absence being considered unexcused.

ABSENCES

Parents/guardians can assist in providing the best possible experience for the student by excusing their child from school *only* in cases of emergency or illness, and not for conducting business that can be completed on weekends or outside of school hours (i.e. physicals, medical appointments, etc.). **Therefore, parental requests for excused absences will not always be granted.**

- A. In the event that a student is going to be absent from school, parents / guardians are asked to call the attendance office at 319-545-2361 or email the building secretary to report the absence ***before it occurs***. Written verification from a medical or professional appointment, submitted within 48 hours after returning to school, will confirm approval of the absence. A student of majority age (18 years or older, or married) AND not residing with the student's parents / guardians may present his / her own excuse for absence without parental verification. The principal should be notified in advance of any such circumstances.
- B. In the event of an absence, parents and students are strongly encouraged to contact teachers directly (via email) in regards to makeup work. If this is not possible, feel free to place a request through the main office.
- C. Students who anticipate a lengthy absence shall give the school timely notice of the absence. Reasons for absence from school which can be justified from an educational standpoint may be approved by an administrator. Permission for such absences should be obtained in advance of the absence. The administrator should document the reasons for excusing or refusing to excuse such absences. Students will make arrangements directly with teachers in advance of the absence to make up missed assignments.
- D. If a student's total number of absences in a singular course reaches 10, the school reserves the right to remove the student from the course for no credit. Parents will be notified as the total approaches 10 absences. (Absences for school-sponsored events/activities do not count toward the official number of absences.

EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons.

1. If the student is ill, or when attendance could jeopardize the health of other students.
2. Death or serious illness in their immediate family (parent/guardian, children, siblings or grandparents).
3. Observance or recognized holidays observed by their faith.
4. Attendance at an appointment with a government agency.
5. Attendance at a medical appointment.
6. Exceptional circumstances with prior approval of the principal or designee.
7. Participation in a school-sanctioned activity.

Any absence for which a student can provide documentation from an official agency or professional office (court, doctor, dentist, therapist, etc.) will be excused. A written excuse, signed and dated by the parent/guardian, must be presented to the attendance secretary on the day the student returns to school or the student will be given an unexcused absence.

UNEXCUSED ABSENCES

- Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered unexcused absences. Forged notes or fake phone calls to gain an excused absence will be considered truancy and will receive disciplinary action in addition to earning an unexcused absence.
- When a student has an unexcused absence, his/her parents, guardians, or persons in loco parentis shall be notified by telephone or email within 24 hours.
- The building administration reserves the right to review a student's attendance on a case by case basis.

TRUANCY

Any student who fails to follow all or any part of the assigned schedule (whether on or off campus, whole or part of the prior) without parental permission communicated to the office will be considered truant. In *all* cases of truancy, the student will **not** receive credit for school work conducted that day in class.

Continued absences may lead to a referral to the Johnson County Truancy Task Force. This referral will be followed by a court appearance for the student and a parent.

TARDIES

- Tardies cause a serious interruption to the learning process. Our objective is to help the student realize the importance of being on time. Just as in the workforce, there are consequences for people who are habitually tardy. Students falling into this category will be subject to disciplinary action.
- A tardy occurs when a student is not in the classroom when the bell rings. On a student's third and every subsequent tardy to any class, she/he will receive a 30 minute detention to be assigned and served with the teacher. Six tardies to the same class- per semester- will result in disciplinary action, which may include loss of credit in that class.
- **Students will be counted absent unless they are in the classroom a total of ½ the class period.**

MAKE-UP POLICY

- A. Absences due to illness or other unforeseen reasons: The student is required to complete make-up work in the same number of calendar days as the absence(s) plus one additional day. In cases of prolonged illness special arrangements may be made with the instructor.
- B. Absence for school-sponsored activities: The student may be required to make up work prior to the absence. Upon returning to school, he/she will be expected to participate in scheduled class activities.
- C. Absences due to suspension: Academic work must be made up during the suspension period or as arranged with the teacher. It is the student's responsibility to obtain all assignments that will occur during his/her suspension, prior to being suspended.

ATTENDANCE OF EVENTS OUTSIDE OF SCHOOL

Events in which students participate during school hours or as representatives of the school but at places outside of the school must be sponsored and supervised by professional school personnel. Behavioral expectations of students are consistent with any in-school activity or event. **Students must be in school at least one half day on the day of the event in order to attend or participate in any school-sponsored event. Students who aren't in attendance on a given day aren't allowed to attend events that evening.**

FIELD TRIPS

Field trips are scheduled by the classroom teacher as a supplement to the regular classroom instruction. When class field trips are scheduled, students are expected to take part in the trip the same as regularly scheduled class. Students participating in a field trip will be treated by other classroom teachers as they would an excused absence. Students are required to make up work in advance for classes missed, unless other arrangements have been made with the teacher(s).

LEAVING THE BUILDING

- Students are not to leave the building without obtaining permission from office personnel or as a part of a teacher-led, class activity. If students become ill during the school day, they are to report to the Nurse's station for evaluation / check out.
- Students who drive to school are not permitted to go to their cars during the school day without permission from the office.

ACADEMIC POLICIES

ACADEMIC INTEGRITY/PLAGIARISM

Students are expected to complete their own schoolwork. Students may not receive or provide unauthorized assistance in the preparation of any work required for submission for course credit, including the following: examinations, essays, projects, reports, assignments, etc. According to *Webster's Dictionary*, plagiarism is an "idea, expression, taken from another and used as one's own." Direct quotations require quotation marks and source citation. Students must also cite sources when using any other person's language ideas, theories, data, figures, graphs, or electronic information even if it is not a direct quotation.

When the curricular area is language acquisition, automated translators may also be considered violations of plagiarism.

Penalties

Penalties for plagiarism/or breach of academic integrity accumulate as freshmen and sophomores. As juniors the penalties are reset, but will accumulate as juniors and seniors.

Plagiarism infractions will be determined by using a website called Turnitin.com for major assignments and a teacher's discretion for minor assignments.

- Minor infractions will be determined and handled by individual teachers.
- Major infractions will be handled as follows:

Freshmen/Sophomores:

- **1st offense** in a class: Parents will be notified. Student must redo the paper/project for 1/2 credit. If they choose not to redo, they will lose credit for the quarter.
- **2nd offense** in the same class as the 1st offense: Parents will be notified and required to attend a conference. Student fails the semester.

Junior/Senior:

- **1st offense**: Parents will be notified. Student receives a ZERO for the assignment, with no chance to redo.
- **2nd offense** in the same class as the 1st offense: Parents will be notified and required to attend a conference. Student fails the semester.

Cross-Curricular Plagiarism

- **1st offense**: Follows the grade level policy for first offense.
- **2nd offense** in any other class*: Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also in violation of the Good Conduct Policy, Category III, in addition to being a Discipline Infraction Level 2 offense.
- **3rd offense** in any other class: Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also in violation of the Good Conduct Policy, Category III – second offense, and a Discipline Infraction Level 3 offense.
- **4th offense** in any other class: Will be dealt with through the administration on a case-by-case basis.

*Example: A student plagiarizes as a junior in English class and then plagiarizes as a senior in Psychology. This would be considered a 2nd offense under cross-curricular policy in their Psychology class.

GRADING SYSTEM

Students are graded on an A-B-C-D-F system and a 4.0 scale. Criteria used for determining grades vary slightly from class to class. Students will be informed of grading criteria at the outset of each course. All underclassmen must take eight classes, including P.E. one semester per year unless waived in advance by the administration.

GRADE POINT CALCULATION

Student grade points are calculated by:

Converting a letter grade to points (A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0).

Multiplying the appropriate number of points by the number of credits received for each course and summing the total; then dividing the sum total by the number of credits taken.

INCOMPLETE GRADES

An extension of the grading period may be granted and a student may be assigned a grade of *incomplete* when there has been an extended period of absence due to illness or an emergency. This extension shall be no longer than 10 school days except when extenuating circumstances exist.

ADD/DROP POLICY

At the start of each semester students will be allowed two school days to make schedule changes. Classes dropped after that deadline will receive an F for the semester. Administration may intervene in the event of serious health situations or graduation requirements.

GRADE REPORTING

All grades are available, at any time, through Schoology. Semester grades will be available electronically through PowerSchool, unless a hard copy is specifically requested from the Main Office. End of year grades will be available in the same manner, once final transcript grades are reviewed and recorded. Progress may be monitored by students and parents/guardians using PowerSchool.

HONOR ROLL

Students may achieve honor roll status by attaining a grade point average of 3.0 or above. High honor status may be achieved by attaining a grade point average of 3.5 or above. Honor roll is calculated using all courses at the end of each quarter and determined at the end of each semester.

ACADEMIC LETTER AWARD

Any student in grades 9-12 who has attained high honor roll status for four quarters and each semester of a given school year shall qualify for the Clear Creek Amana "Lamp of Learning" Award.

GRADUATION REQUIREMENTS

Graduation requires a minimum of 52 credits, however we recommend 56 as indicated below. Additional electives must be completed to reach the 56 credits.

English (8 credits) including:

English 9 - one year (2 credits)

English 10 - one year (2 credits)

English 11 or AP equivalent – one year (2 credits)

English 12 or AP equivalent or college class equivalent - one year (2 credits)

Social Studies (6 credits) including:

Survey of Social Studies - one year (2 credits)

American History or AP equivalent - one year (2 credits)

Government or AP equivalent - one semester (1 credit)

One additional social studies elective – one semester (1 credit)

Science (while 6 credits are the minimum requirement we recommend 8):

Earth Science – one year (2 credits)

Biology - one year (2 credits)

Mathematics while 6 credits are the minimum requirement we recommend 8

Fine Arts - one semester (1 credit)

Health - one year (2 credits)

Personal Finance - one semester (1 credit)

Physical Education - four semesters, one per year (4 credits)

COMMENCEMENT

To receive a Clear Creek Amana High School diploma, a student must complete the required 56 credits. To participate in graduation ceremonies, a student must earn 52 graduation credits by May 15th of his/her senior year.

EARLY GRADUATION

Students finishing required coursework may petition the School Board for early graduation or leave of absence. Petitions must be presented to the Board at least nine weeks prior to the requested leave of absence, with no exceptions granted. To be considered for early graduation, eligible students must have met or be enrolled in all course work necessary to meet graduation requirements. Early graduates and students on leave may attend prom activities and participate in graduation.

VALEDICTORIAN AWARDS

The student(s) having the highest four-year grade point average shall be declared Valedictorian of the senior class. Students graduating with a GPA of 3.9-3.99 will be awarded a medal for Academic Excellence.

STUDENT BEHAVIOR POLICIES

SCHOOL-SPONSORED ACTIVITIES

In general, expectations at these events are the same as expectations for behavior during the school day. Students are not to use profanity, harass other students/athletes/officials, or engage in any behavior that shows CCAHS in a negative light. We encourage our student fans to “cheer FOR the Clippers, not AGAINST the opponent.” Discipline in these situations will be handled on a case-by-case basis, depending on the severity of the situation. Failure to comply with behavioral expectations could result in a ban from attending high school activities.

BUS BEHAVIOR

1. All students are to remain seated from entry to exit.
2. Feet should remain under the seat ahead. Feet should not be in the aisle.
3. No windows are to be opened without permission from the bus driver.
4. Students should remain quiet and orderly at all times.
5. Use of inappropriate language is forbidden.

Violation of the above rules may result in students being removed from busing service. Transportation during this suspension period will be the responsibility of the parents / guardians.

DANCE RULES AND REGULATIONS

1. All students are expected to conduct themselves in an orderly manner.
2. No students will be admitted to the dance without paying the cost of admission.
3. Students leaving the dance for any reason will not be allowed to re-enter.
4. Only CCA High School students and their approved guests are allowed.
5. The CCAHS Homecoming Dance is for CCAHS students ONLY.
6. No guest over the age of 20.
7. No use or possession of tobacco, alcohol, or controlled substances will be tolerated. Students suspected of being under the influence of any of the above substances will be detained in the office and their parents will be notified to come and pick them up. Students that refuse to cooperate with this procedure will be referred to law enforcement authorities and their parents will be notified. The student will forfeit the opportunity to attend the next school sponsored dance.
8. No fighting or disorderly conduct will be tolerated.
9. All students are expected to cooperate fully with all dance chaperones.

Failure to comply with the above rules may result in detention, suspension, and loss of privileges to attend school dances and notification of parents and / or authorities, when applicable.

STUDENT APPEARANCE

The CCACSD board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

For example: Clothing with obscenities, profanities, or alcohol, drug, or tobacco references are not permitted. The wearing of caps, hats, bandanas, hoods or other headgear indoors can be prohibited in the classroom. Bare feet are not permitted. Shoes must be worn in school at all times.

PUBLIC DISPLAY OF AFFECTION

The Clear Creek Amana High School recognizes that affection for one another is a healthy and personal act. Excessive public display of affection among students tends to degrade the persons involved in the eyes of their family, peers, faculty, visitors and members of the community. Therefore, it is the policy of this district not to tolerate excessive public display of affection in activities under the direct supervision of the school.

GENERAL STUDENT INFORMATION

ANNOUNCEMENTS

Daily announcements available at all times on the high school website. Students are expected to read these announcements on their own and know the information that pertains to their lives.

CANCELING OR DELAYING SCHOOL

The decision to cancel school or delay the starting time will be made by the superintendent. When at all possible this decision will be made by 6:30 a.m. Once the decision has been made, it will be communicated on KCRG and their partner radio stations and direct communications by phone, email and SMS will come directly from the district through our Blackboard mass communication system. The announcement will also be posted on the school website. This may include virtual learning from home.

CHANGES TO HOUSEHOLD INFORMATION

The District must keep up-to-date contact information on file for all students, in order to ensure that school staff are able to notify parents and guardians or another responsible adult if there is an emergency, unplanned early dismissal or a need to check on a student's absence. Staff will call Contacts in the priority order they are listed. If there is any change to household information (i.e. address, phone number, email, emergency contacts, etc.), please notify the District as soon as possible. If you are changing your address, you may be asked to provide a Proof of Residence document, such as a bank statement, utility bill or lease/purchase agreement. To make changes to your household information, please email PowerSchoolHelp@ccaschools.org. If you have any questions, please call our Admin Office at 828-4510.

CUSTODY AND PARENTAL RIGHTS

Non-custodial parents have certain rights, such as access to student records and pertinent school information about their child, unless a court order denies or restricts these rights. If a non-custodial parent's rights are restricted, please file a copy of the court order in the office.

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about **custody** and parental rights. Court

orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about **custody** and parental rights.

DISTRIBUTION OF MATERIALS Policy 903.5

The Clear Creek Amana Community School District board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the Communications Director and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the Communications Director to draft administrative regulations regarding this policy.

DISTRIBUTION OF MATERIALS REGULATION Code 903.5R1

I. Guidelines.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, disability, age, sexual orientation, gender identity, or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. CCA Backpack Procedures

1. All flyers will be distributed to students using CCA Backpack. Only students who do not have a computer and/or Internet access will be provided access to paper copies.
2. Non-school sponsored information will only be distributed from non-profit organizations. Distribution of materials for commercial organizations will not be permitted. Organizations must present proof of non-profit status.
3. All activities or information must be appropriate for students. Activities should relate to school function, event or purpose or relate to an agency that offers widely appealing recreational program options for students.
4. Flyer distribution requests should be submitted at least 7 days prior to the desired distribution date using the CCA Backpack online submission form.
5. The materials must include the following statements printed in type at least as large as the majority of the other text in the materials, separate from other text and located in a conspicuous location: *This is not*

a CCA Community School District publication. It is being distributed through the school district as a community service of the district to inform you of other community activities or services available.

6. Suitability and approval are at the discretion of the District. Materials are posted for informational purposes only. This does not imply CCA Community School District's endorsement of them.
7. The CCA Community School District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility and permit limited paper copy distribution to students.
8. If a person or organization is dissatisfied with the decision to not distribute their information, the person or organization may submit a written request for appeal to the Superintendent.
9. The person or organization submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.
10. Permission to distribute material does not imply approval of its contents by the school district, the Board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution of printed materials.

The distribution of printed materials is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows for students who do not have Internet access:

1. Upon District approval, a limited number of materials may be distributed. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students. This additional option may be selected on the CCA Backpack Request Form.
2. It will be the requesting organization's responsibility to provide paper copies. It is not possible for schools to make additional copies or to distribute to individual classrooms/students.
3. It will be the requesting organization's responsibility to deliver paper copies to each school building.
4. Approved flyers will be limited to 20 at each building.
5. The material shall be distributed either before and/or after the regular instructional day.
6. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity. Distribution of written materials, pamphlets, flyers outside the school building, but on school grounds, shall be prohibited between 7a.m. and 5p.m. This includes the placement of flyers on vehicles in school parking lots.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prudent interest of minors of the age to whom distribution is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student

- attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
- b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "Material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
 7. "Distribution" means circulation of dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

ELECTRONIC EQUIPMENT

Electronic devices are **only allowed** to be used by students at passing time and during the student's assigned lunch period. All other electronics **including cell phones** should be kept out of sight while in the classroom. If electronics become a distraction, students will be asked to leave class and report to the office. The school reserves the right to require students to stow their phones in a designated area while in class.

FAMILY NIGHT

Wednesday night is designated as family night. The school cooperates with the local churches by not scheduling school functions, practices or athletic events on Wednesday night after 6:00 p.m. The only exception to this rule is when an agency, other than the local school, schedules tournaments or meetings on Wednesday night.

FLYER DISTRIBUTION

CCA Backpack is Clear Creek Amana Community School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Upon district approval, a limited number of materials may be distributed for students who do not have a computer and/or internet access. All flyers must be approved by the District Communications Director. The complete distribution guidelines are located in board

policy 903.5 and 903.5R1 and can be found on the CCA District website www.ccaschools.org. The CCA Backpack can be accessed on the district website.

LOCKERS

Each student will be assigned a locker in which to keep books, supplies, outer garments, etc. The school district is not responsible for materials put in the lockers. Students are to use lockers only for the storage of school books and materials, possessions ordinarily used for day-to-day school activities, and outerwear clothing. The student does not hold ownership of the locker and periodic inspections will be made. The student will pay for any damage to the locker. DO NOT leave valuables in an unlocked locker. Students are not to change lockers without office permission.

P.E. LOCKERS

Locker space will be available to students during P.E. class. Students are encouraged to bring their own lock to use in the locker room. The school will NOT provide locks. The P.E. instructors can secure valuables in their office at student's request. **NEVER LEAVE VALUABLES IN AN UNSECURED AREA. THIS INCLUDES LOCKER ROOMS. Unfortunately, there is very little we can do when a theft occurs in the locker room.**

LOST AND FOUND

All personal property found in the halls, classrooms or locker rooms will be brought to the office. All lost and found items may be claimed there. Items will be donated periodically.

LUNCH ACCOUNTS

Students may take part in the hot lunch program or bring a sack lunch. Money may be deposited in a child's account in the office before school or between classes, but BEFORE 10:00 a.m. to register in that day's account.

Electronic payments and recurring payments can be made via In Touch. The link can be found on the web home page. If unable to pay electronically, please send a check rather than cash to the school. This gives us a way to verify deposits into the correct account and provides you with a guarantee that the school received the money. Your check is your receipt.

Free and reduced price lunches are available within the district. Guidelines and applications for free and reduced lunches may be requested from the school office or completed online from the district website. All applicants must be approved by the principal and may be reviewed by the Board. More nutrition information and meal prices can be found at <https://www.ccaschools.org/Page/2101>

PARKING LOT/VEHICLES

Driving to school and on school property is a privilege, not a right, and conduct in the parking lot is subject to school rules. Students are not to be in their vehicles during the school day. Be sure to bring all books and supplies into the building in the morning. During the school day, students are not to leave the parking lot in their vehicles without office permission.

It is REQUIRED that all students register their vehicle(s) in the main office. This information helps the school provide assistance to students when lights are left on, cars are left running, windows are left down, or keys are locked in the car.

Excessive speed and reckless driving (to be determined by school staff) at any time will result in loss of parking lot privileges. Students are expected to walk to classes at the Middle School or at West Campus. A shuttle will be provided on days with inclement weather.

STUDENT SEARCH

- I. Searches of Students and Protected Student Areas
 - A. All searches of students or protected student areas shall be reasonably related in scope to the circumstances

which gave rise to the need for the search and be based upon consideration of relevant factors which include, but are not limited to, the following:

- The nature of the violation for which the search is being instituted.
- The age or ages and sex of the students who may be searched pursuant to this rule.
- The objectives to be accomplished by the search.

B. A school official may search individual students and individual protected student areas if both of the following apply:

The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation; AND a *protected student area* includes, but is not limited to:

- A student's body
- Clothing worn or carried by a student
- A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

D. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.

E. A school official shall NOT conduct a search that involves:

- A strip search
- A body cavity search
- The use of a drug-sniffing animal to search a student's body
- A search of a student of a different gender than the official.

AUTOMOBILE SEARCH

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to:

- Visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile
- The use, by school officials or others hired at their direction, of a drug-sniffing animal to inspect student parking lots and student automobiles.

The interior of a student's automobile on school premises may be searched pursuant to the terms of this Student Search Rule for the search of students and protected student areas.

INSPECTION OF LOCKERS, DESKS, AND OTHER FACILITIES OR SPACES OWNED BY THE SCHOOL

- A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to the student. The school provides lockers, desks or other facilities or spaces owned by the school as a courtesy to the student. Such areas assigned to students are not protected student areas, and no student should expect privacy with respect to that locker, desk, facility or space. Nor is the student's lack of privacy affected when the school permits students to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student.
- B. This is written notice from the District to all students and the student's parents, guardians, or legal custodians, that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
- C. Any contraband discovered during searches of school lockers, desks, and either facilities or spaces owned

by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.

- D. An inspection of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual inspection by school officials, employees or agents, or the use by school officials or others hired at their discretion, of a drug-sniffing animal.
- E. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

TEXTBOOK FINES

Misuse of a book, undue wear, or disfigurement will result in fines being assessed. Lost, misplaced, or stolen textbooks are the responsibility of the student, and he/she will be assessed the cost of the text.

VISITORS

Adult visitors must be approved in advance with the principal. Anyone who is not a regular staff member or student of the school shall be termed a visitor. Any visitor to the school must report to the main office upon arrival at school; failure to do so may lead to legal charges. School-age visitors will not be allowed except through educational exchanges or with building administrator's prior approval.

STUDENT SERVICES

SCHOOL COUNSELOR

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, and problems at home, with friends, or with school. Students with any questions or concerns should see the counselor for help. Students should try to see the counselor during their free time unless it is a critical problem that demands immediate attention. Parents are encouraged to contact the counselor at any time. With prior parental permission and Child Study team approval, the GWAEA School Psychologist may be used to give educational, social and/or emotional testing.

HEALTH

The high school is staffed with a health associate on a daily basis. The district nurse identifies those students who have special needs, gives temporary medical aid, and makes referrals for treatment. The nurse is also responsible for conducting school-wide health examinations (vision, hearing, immunizations, etc.).

The nurse is also responsible for helping teachers recognize and report health problems of students and maintains accurate records of students' health. Students with any type of health concerns are encouraged to visit the health office.

MEDICATION POLICY

In order to comply with Iowa law and to facilitate the proper administration of medication at school, the Clear Creek Amana School Board has adopted the following policies regarding medicines at school:

ADMINISTRATION OF MEDICATION TO STUDENTS

The (CCACSD) board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and

dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon written approval of the student's parents and prescribing licensed health care professionals regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurse and physician, and persons whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

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

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

INSURANCE

Every student is offered the option of school insurance. The cost is reasonable and the service is administered through the school. At the beginning of the school year, the program will be announced and information may be secured through the office. It is advisable that students have insurance coverage. Athletes are required to carry insurance or submit an insurance waiver form. All injuries should be reported to the office immediately after they occur, whether or not a student has school insurance.

MEDIA CENTER

The high school Media Center provides students with a variety of materials that assist in their intellectual and educational development and that promote reading for personal enjoyment. Students needing to use the Media Center's materials and equipment for educational purposes are given priority. Students may lose Media Center privileges if the rules are violated and may also suffer consequences under the good conduct policy.

MEDIA CENTER HOURS

School hours – Monday-Friday: 7:45-3:45, except Wednesday – 7:45-3:30

PROCEDURES

- Students may come to the Media Center during their lunch period, but should get permission from the supervising teacher in the lunchroom.
- Students may be in the Media Center if they have an open block.

CIRCULATION

- Items may be checked out for the following lengths of time:
 - Books (including audio books): 3 weeks
 - DVDs, CDs and Magazines: 1 Week
 - Cameras may be used in school for class assignments only
- Students with more than 5 items overdue will be restricted from additional checkouts until overdue items are returned.
- No fines are charged, but the student will be billed for the cost of the item if it is not returned. This amount will be added to registration fees the following year for returning students or billed through the office for seniors or those not returning.

COMPUTERS

Students have access to computers and the internet for educational purposes during school hours. Appropriate conduct regarding this access is expected. All parents are asked to read and sign a computer use agreement at registration. The full policy is available in the Media Center. Examples of inappropriate uses of technology are:

- Sending or displaying offensive messages or pictures
- Using obscene or abusive language
- Harassing, insulting or attacking others
- Damaging computers, the system or network
- Violating copyright laws
- Using another's password or identity
- Trespassing in another's folders, files or work
- Downloading illegally obtained or material

Each student is issued a Chromebook and is required to fill out a Technology Usage Agreement. Please refer to that agreement for more information.

OTHER SERVICES

Additional support services are available to assist teachers when concerns arise with students. These services include Grant Wood Area Education Agency support staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

OPEN ENROLLMENT

AT THIS TIME, CCAHS IS CLOSED TO NEW OPEN ENROLLMENT APPLICATIONS.

DISCIPLINE

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and the school. To ensure maximum educational benefits for all students, each student has the responsibility to know and to abide by the regulations of the school. Unacceptable behavior is detrimental to the individual as it fosters irresponsibility and infringes upon the rights of others to learn. Therefore, to help the

student grow in self-discipline, to accept responsibility, and to learn to appreciate the rights of others, appropriate behavior patterns will be maintained.

Consequences for student misbehavior will be directed toward educating students and redirecting conduct. School rules apply on school premises and away from school in connection with school-related activities.

Students will be afforded due process rights by being provided a) oral or written notice of the allegation(s), b) an explanation of the evidence behind the allegation(s) and c) the opportunity to respond to the allegation(s).

Each disciplinary action will take into consideration extenuating circumstances, mitigating factors, and subtle factual differences in cases requiring penalties for student misbehavior.

The order of consequences for student behavior in violation of school rules shall be:

1. Detention or multiple detentions.
2. Removal of school privileges and activity participation.
3. Short-term suspension in school.
Disciplinary provision used for serious misbehavior in the absence of multiple offenses. Credit granted for school work completed to teacher expectations.
4. Short-term suspension out of school.
Disciplinary provision used in the case of multiple offenses. Credit granted for school work completed to teacher expectations. Provision for the receiving of work and arrangements made to take tests.
5. Expulsion.
Disciplinary provision used for serious acts of inappropriate and incorrigible behavior. Ordinarily used after lesser disciplinary actions have been taken from the range above. No credit earned.

DISCIPLINE INFRACTIONS INCLUDE BUT ARE NOT LIMITED TO:

Level 1 – before/after school detention with 3 days to serve

- classroom disruption (includes failure to follow cell phone policy)
- excessive tardiness
- profanity or obscene gestures
- parking/driving violation
- inappropriate dress
- inappropriate locker decorations

Level 2 – 1/2 day In-School suspension

- leaving building or campus without permission
- single class truancy
- unexcused absence from detention
- forged or illegal signature for pass / sign out

Level 3 – 1 day In-School suspension

- classroom disruption (second offense)
- violation of technology policy
- false call or note
- cheating/plagiarism (subsequent offenses)
- smoking, chewing, possession of tobacco (including vaping devices or paraphernalia)

Level 4 – 1 day out of school suspension

- fighting (if an altercation becomes physical the Johnson County Sheriff's Department will be called)
- vandalism
- theft

- insubordination
- intimidation, harassment, etc.
- possession of drug paraphernalia

Level 5 – Three days out of school suspension

- fighting, smoking, chewing, possession of tobacco (including vaping products), vandalism, theft, use or insubordination, intimidation (second offense)
- Use, distribution, possession or under the influence of an illegal/ controlled substances or alcoholic beverages while in school or at school events. See Drug and Alcohol policy below.

Level 6 – Recommendation to school board for expulsion

- fighting, smoking, chewing, possession of tobacco, vandalism, theft, insubordination, intimidation (third offense)
- possession or control of a dangerous weapon or object (firearm, knife, explosives, etc.)

Additional Notes:

- Failure to serve above consequences will result in advancing to the next level
- Provisions may be made by administrators on a case-by-case basis

DETENTION

Any staff member may assign detention for any behavior which conflicts with the philosophy of this school. Reasons for detention include classroom disruption; misbehavior in the hall, lunchroom, and/or Media Center; minor infractions of the rules of the classroom; and excessive tardiness to class.

- Detentions assigned by the classroom teacher must be served with the teacher within two school days. If the detention is not served within the dated guidelines, the student will be referred to the administration.

SUSPENSION AND EXPULSION

When students do not display conduct within the reasonable guidelines established by the school behavioral consequences become necessary. In some instances, removal of certain privileges, temporary suspension from school and permanent expulsion from the school environment become necessary to curb student behavior. Goals of suspension and expulsion are to:

1. Create a closer school/home contact with the opportunity for the student, the parents, and various school personnel to review the situation.
2. Separate the student from classes and social activities at school where his/her behavior has not been acceptable.
3. Protect the rights of other students to an education uninterrupted by those who tend, or wish, to ignore or invade those rights.

DRUGS AND ALCOHOL

The following is the discipline procedure for students who use, distribute, or are found to be under the influence of an illegal/ controlled substances or alcoholic beverages while in school or at school events. The Clear Creek Amana High School recognizes the problem of alcohol and drug use/abuse among students attending our school. The school has a responsibility to help and counsel students who either by compulsion or curiosity make the mistake of involvement with alcohol and drugs, but an equal responsibility for strict discipline of those who are offenders and/or distributors of illegal substances.

Thus, the following procedure will be followed when a student is believed to be selling, distributing, using, in the possession of, or under the influence of an illegal substance or alcohol while in school or associated with a school-related event.

Offenses in this category are cumulative for a student’s high school career. Their record is NOT wiped clean each

school year.

FIRST OFFENSE

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. The student will be suspended out of school for three school days. The student shall also be suspended from extracurricular activities according to Board policy.
4. Police referral is optional based on the circumstances.
5. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 30 days.
6. Local law enforcement will be contacted to provide support, if necessary.

SECOND OFFENSE

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. A student/parent/administrator, athletic director, teacher, counselor conference will be required. Police referral is optional based on circumstances.
4. The student shall be suspended out of school for five days. The student shall also be suspended from extracurricular activities according to Board policy.
5. The student and his/her parents are recommended to consider professional assistance.
6. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 60 days.
7. Local law enforcement will be contacted to provide support, if necessary.

MORE THAN TWO OFFENSES

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. A student/parent/administrator conference will be required. Expulsion will be recommended.
4. The student will be suspended from school until a Board Expulsion Hearing is completed.
5. The case shall be referred to the police.
6. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 365 days.
7. Local law enforcement will be contacted to provide support.

WEAPONS

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a

weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

ANTI-BULLYING/HARASSMENT

Policy 104

The District maintains policies, procedures, and practices designed to address, reduce, or eliminate incidents of bullying and harassment. [Click](#) to view online Policy 104, Anti-Bullying and Harassment. Harassment/bullying of students by other students will not be tolerated at Clear Creek Elementary School. Harassment/bullying includes, but is not limited to racial, religious, national origin, age, disability, and sexual harassment. Student-to-student sexual harassment involves any unwelcome verbal, written, or physical conduct. Students who engage in student-to-student harassment will be subject to a full range of disciplinary measures. For further information regarding board policy and harassment forms, go to www.ccaschools.org, district, school board, board policies, Series 100 School District General and 104 Anti-Bullying/Harassment Policy. To report bullying you can notify the school principal or go to the school district web page using the above information and click on complaint form or witness forms. The forms should then be given to the school principal. These forms are also available from the school principal or school social worker.

ELIGIBILITY FOR STUDENT ACTIVITY PROGRAM PARTICIPANTS Policy 503.4R1

The following rules and policies have been approved by the Clear Creek Amana Community School District Board of Directors, under the authority granted by the Iowa Code Sections 282.4, 282.5 and Iowa Administrative Code Section 281-36.14 and 281-36.15.

GOOD CONDUCT CODE

The following Good Conduct Code establishes the standards by which Clear Creek Amana students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Clear Creek Amana Student Activity Program (the "School Activity Program"). Student Activity Program participants 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).

SCHOLARSHIP RULE

1. All students must receive credit in at least four academic courses, not including P.E or Advanced PE.
2. If a participating student receives an F or an incomplete as a final semester grade, the student is ineligible to dress for and compete in the next occurring activity and competitions in which the participant is a contestant for 30 consecutive calendar days. Ineligibility is determined at the time final semester grades are reported.
3. In extenuating circumstances and with administrative approval, students may be issued an "Incomplete". Students receiving an "I" (Incomplete) will be ineligible for extra-curricular activities; effective immediately. The student must complete the assigned expectations within 10 school days in order to earn credit for the class. The student can regain his/her extracurricular eligibility status by completing the course expectations and earning credit. If the expectations are met to the teacher's satisfaction prior to the 10 days, the student will be declared eligible at that time.
4. A student with a disability who has an individual education plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives of the student's individualized education program.
5. If the 30 days of ineligibility are not met at the conclusion of an activity, the 30 days will be transferred over to the student's next activity.

6. Any suspensions issued cannot be served concurrently.

I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities at Clear Creek Amana Community Schools. These activities and participation in them add 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 chose to participate in the Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from school. The responsibility of good conduct ensures student health and safety, student respect for the rights of others and is an extension of the student's responsibility to represent the school and community in an appropriate manner.

II. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in the Student Activity Program shall receive a copy of these rules and regulations and shall indicate their concurrence with them and their agreement to abide by them by signing a document indicating such agreement. A parent or guardian will also be required to sign, indicating their review and understanding of the Clear Creek Amana High School Good Conduct Code.

III. APPLICABLE ACTIVITY PROGRAMS

The Student Activity Program includes all school sponsored extracurricular activities, including but not limited to:

1. all athletics;
2. all extracurricular music, band, choir, speech, drama activities;
3. school royalty;
4. student council and other elective officers;
5. school honors;
6. co-curricular competitions, such as Science Bowl, Physics Olympics, Robotics, ACA/DEC, etc.

IV. DEFINITIONS

- Competition/performance means a specific event that is a public or interscholastic component of an extracurricular program whether it is a contest, a social activity (such as a trip sponsored by a club or elected group), a performance, etc. This shall not mean membership in the specific extracurricular activity.
- Extracurricular activities shall be an all inclusive term, including athletics, cheerleading, etc. as well as all activities and events considered to be part of the Student Activity Program, including those related to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors.
- Offense occurs when a student is determined by the administrative team to be in violation of 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 previous Good Conduct Code shall count cumulatively toward any offense(s) under this Good Conduct Code.
- Participation as Royalty (if no offense has been committed beyond the end of 10th grade more serious than category level I.)
- Penalty means a period of ineligibility defined by the number of offenses the student has had against the Good Conduct Code.
- If any period of ineligibility includes an activity that is part of the curriculum (co-curricular), the student's grade will not be negatively affected.
- School days shall mean generally adopted "business days" (i.e. Monday through Friday, excepting state and/or national holidays).

- A “sports season” shall be defined as the total weeks of interscholastic athletic contests for a sport during the school year (September through August).
- Other non-athletic extracurricular seasons are unique. Those seasons will be defined by the total number of performances and/or competitions for each activity (not weeks). Auditions for All-State Recognition will be included in this count. Performances which are connected to a student’s grade will not be included.
- Student Council and other Elective Offices mean being elected as a leader to preside over an activity (president, class representative, etc.) A student shall be allowed to run for election or be elected only if they have not had more than one offense against the Good Conduct Code in the past 12 months. If the student has already been elected their service shall be interrupted for the period of ineligibility.
- 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.
- Year shall mean 12 months from the date of a violation.

AN AGENT SHALL BE CONSIDERED A PAID EMPLOYEE OF THE CLEAR CREEK AMANA SCHOOL DISTRICT OR EMPLOYEE OF A LAW ENFORCEMENT AGENCY.

V. APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts all extracurricular activities in which a student participates. The administrative team (principal, assistant principal, athletic director), upon receiving information of official legal complaint or charge from any law enforcement agency, will declare a student ineligible to participate in an activity. If a student is participating in multiple extracurricular activities at the time the student loses eligibility under this policy, the loss of eligibility shall apply to all of the activities.

If at the time of the violation the student is not currently participating in any activity, then the loss of eligibility shall apply to the first extracurricular activity or activities in which the individual participates.

A student must begin involvement in an extracurricular activity from the date on which that activity begins and will not be allowed to join an extracurricular activity in progress.

If a student joins an activity with an outstanding Good Conduct Code violation, the student must finish the season in good standing if the student wishes to get credit for satisfying the previous good conduct penalty.

A penalty will carry over from one activity to another activity and will carry over from one school year to the next.

VI. CONDUCT REQUIREMENTS

Student Participants shall:

1. Abide by Clear Creek Amana's Good Conduct Code at all times and in all places.
2. Abide by any additional, specific rules and regulations which the coach/sponsor of the activity has established. Such rules will be approved by the Athletic Director before distribution to students 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 people, regardless of nationality, gender, religion, race or disability, and a respect for their health and safety, rights, property and dignity.

VII. DETERMINATION OF VIOLATION

WHEN AN AGENT OF THE SCHOOL OR LAW ENFORCEMENT AGENCY REPORTS TO SCHOOL OFFICIALS that a student is known to have violated the Clear Creek Amana Good Conduct Policy, the

Administrative Team will determine whether the allegation is true. If information is shared electronically, it must be able to be authenticated and no older than 12 months.

Prior to making the determination there has been a violation, a member of the Administrative Team shall (1) be informed of the allegations (2) perform an appropriate investigation (3) allow the student to respond to the allegations (4) make a good faith effort to notify the student and parent/guardian orally as soon as possible and in writing within 2 days of the determination. At that time the student and/or parent may start the appeals process.

The administrative team 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 Clear Creek Amana Good Conduct Code, the Administrative Team shall enforce the appropriate penalty.

For an activity in which the student is involved at the time of the Good Conduct Team's determination of a violation, the period of ineligibility shall begin immediately.

The specific determination of the period of ineligibility appropriate for each student shall be made by the Administrative Team who shall take into account factors surrounding the violation. When the penalty selected involves calendar weeks, they shall be counted only during the season that an extracurricular activity in which the student participates is active.

The student and his/her parent(s) shall be informed in writing or orally of the decision by the principal or his/her designee within two (2) working days after the determination of violation.

VIII. VIOLATIONS AND PENALTIES

For each category of the Good Conduct Code violations that follow, penalties are shown. Violations not specifically listed will result in similar penalties. Violations of the general standard of good conduct may be varied. Such violations include but are not limited to the prohibited conduct listed. Where applicable, penalties for violations of the Good Conduct Rule will be applied in addition to the specific penalties outlined in the Clear Creek Amana Student Code of Conduct.

If a violation occurs and the assigned penalty cannot be completely served before the end of the current season, the remaining penalty will be applied to the next activity/season in which the student participates.

Prohibited Conduct – Category I
1) Fight, assault, or physically abuse any person at school or during school activities or coming to and/or going from school or a school activity.
2) Use, possess and/or transmit tobacco, or imitation substances.
3) Damage, destroy, or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
4) Participate in any other conduct which is not included in conduct prohibited in #1, #2, #3, or #6, and, in Iowa is illegal, whether or not an arrest or conviction occurs. Simple misdemeanor traffic violations shall not be included in this category.

5) Indulge in unsportsmanlike conduct, including profanity, or verbal abuse toward persons such as players, coaches, and patrons representing Clear Creek Amana or other schools, or sports officials and judges.

6) Participate in sexual harassment, including but not limited to: unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.

Prohibited Conduct – Category II

7) Sell, manufacture or distribute illegal drugs, alcoholic beverages, controlled substances or imitation substances.

8) Possess, use, or be under the influence of alcoholic beverages (“use” includes having the odor of alcohol on one’s breath).

9) Possess, use or purchase controlled substances, imitation substances or drug paraphernalia or, without authorization, possess, use or purchase otherwise lawful drugs (prescription drugs).

10) Possess, use, or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive. (See Note 1)

11) Assault a school employee. (See Note 1)

12) Participate in any violent or other serious conduct which, in Iowa, is illegal whether or not an arrest or conviction occurs

Penalty – Category I

First Offense: 30% of competitions/performances in the current season or the next activity.

Second Offense: 50% of competitions/performances in the current season or the next activity.

Third and Subsequent Offenses: Ineligible for one calendar year from the time of the 3rd violation. Mandatory attendance to a school approved drug/alcohol treatment program before eligibility is reinstated. The student’s family is responsible for the cost of this program.

Penalty – Category II

First Offense: 50% of competitions/performances in the current season or the next activity.

Second Offense: 70% of competitions/performances in the current season or the next activity.

Third and Subsequent Offenses: Ineligible for one calendar year from the time of the 3rd violation. Mandatory attendance to a school approved drug/alcohol treatment program before eligibility is reinstated. The student’s family is responsible for the cost of this program.

Note 1: A more severe penalty may be required under state or federal law.

All Offenses: Standard school discipline. If the discipline includes suspension from school, the student will be ineligible for the term of the suspension.

IX. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

In the event a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, that student will not be allowed to participate for the comparable period of time in any facet of any extracurricular activity, including practices, meetings, and competitions/performances; and will be denied all school transportation to or from such practices, meetings, 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, meetings, and/or competition/performance is permitted, and shall have the authority to determine when the student should be reinstated.

X. APPEAL

A student may appeal to the Administrative Team's (principal or designee and athletic director) determination of a violation and/or any penalty imposed for a Good Conduct Code violation. During the appeal process, the student shall remain ineligible, unless otherwise directed by the Superintendent or the Board.

Appeal of Good Conduct Team's Decision

The decision of the Administrative Team may be appealed to the Superintendent. The appeal shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Administrative Team's decision. The appeal to the Superintendent shall specify the reasons for the appeals and all supporting information and facts. While the Superintendent may schedule a meeting with the student, there is no requirement that such a meeting be held. Since no hearing is available at this appeal level, it is very important that the student include all supporting information with their appeal. (The Administrative Team will also provide information in writing.) Within 5 school days of receipt of the written request for appeal the Superintendent shall review the material provided and shall provide a written decision to the Good Conduct Team and to the student/parents.

If an action or response is due during a vacation period of five (5) or more days, "school days" shall mean generally adopted "business days" (i.e., Monday through Friday, except state and/or national holidays.)

Appeal of the Superintendent's Decision

The decision of the Superintendent shall be final unless it involves a period of ineligibility of five (5) weeks or more, in which case it may be appealed to the Board of Education. This appeal shall be in writing and filed with the Board Secretary within five (5) school days of receipt of the Superintendent's decision.

The Board shall hold a hearing on the appeal as soon as is reasonably practical and the Board shall provide a written decision within 10 school days thereafter. The Board's decision shall be final.

XI. ELIGIBILITY STANDARDS AND REQUIREMENTS

To be eligible:

1. A student must pass ALL academic subjects the previous semester.
2. A student must have a valid physical on file for athletics, including cheerleading.
3. A student must be in school one half day on a day of participation, with advanced approval by the principal for an exception.
4. A student must be less than twenty (20) years of age.

5. A student must have attended high school not more than eight semesters.
6. A student must have attended school the preceding semester.
7. A student who changed schools, there must be a like change of residence by a parent. Students must follow the guidelines of the Iowa High School Athletic Association / Iowa Girls High School Athletic Union.
8. A student must never have accepted an award worth more than \$25.00 for participation on a team or in performances.
9. A student may never accept money, expenses, or other reimbursement for participation in any school activity.
10. A student must follow all Iowa High School Athletic Association / Iowa Girls High School Athletic Union rules pertaining to participation on teams outside of school (AAU, summer leagues, etc.).