



SCC Middle School

2020-2021

Student/Parent Handbook

“Learn today to be empowered tomorrow.”



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## OPENING STATEMENT

This student handbook is presented to you and your parents as a guide to the operation of the South Central Calhoun Middle School. The information presented in this document will be of real worth to you as you begin another year of your education. As a student at South Central Calhoun Middle School, you have the resources of an excellent school. At SCC Middle School you will find the opportunity to study, learn, and take part in curricular and extra-curricular activities.

Naturally, there are rules and policies, which must be observed in the school setting. Although this booklet makes an attempt to present the policies and procedures of the school system, not all of them have been included. The contents of this handbook are to be considered as official policies and procedures adopted by the Board of Education of the South Central Calhoun School District. This handbook may be subject to change at the discretion of the school administration and/or the Boards of Education.

All students and parents are expected to become familiar with the handbook and its contents. It is assumed that every student has been given an opportunity to read and understand the rules and regulations governing the school through the handbook. Violating a regulation or policy out of ignorance or forgetfulness will not be accepted as an excuse. If you do not understand something or have a question, please ask any faculty member or the principal for an explanation. Keep the handbook and use it to become an informed and well-adjusted citizen of our school.

*Marc DeMoss*

SCC Middle School Principal

### ***South Central Calhoun Mission Statement***

The mission of the South Central Calhoun School District is to partner with our communities to provide an environment rich with opportunities that challenge every student to master skills and understandings which will transfer into a successful future.

### ***South Central Calhoun Middle School Building Mantra***

“Teach today to empower tomorrow.”

### ***Student Responsibilities***

Students are expected to be RESPONSIBLE.

- ✓ This means that students are expected to come to class prepared with the materials they need for class and any assignments that were assigned completed.

Students are expected to be RESPECTFUL.

- ✓ This means that students are expected to treat themselves, other students, the staff and the school in way that they would like to be treated. This includes appropriate language and behavior no matter where they are located within the school and taking care of their own messes and protecting the property of the school, themselves and others.

Students are expected to be KIND.

- ✓ This is a step farther than the Golden Rule mentioned in being respectful. This means that students are to treat others like they are friends and speak with kindness, act with kindness, speak out against unkind actions.

### ***Equal Educational Opportunity***

The school district does not discriminate with regard to race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, socioeconomic status, gender identity and/or personality characteristics in its education programs or activities and does not discriminate in employment according to the foregoing factors including age.

Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society.

Students who feel they have been discriminated against are encouraged to report it to the building principal. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

### ***Definitions***

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

### ***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. Students may not use abusive language, profanity or obscene gestures or language.

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

Students are expected to abide by the school district's policies, rules and regulations. Students may be disciplined for conduct, which interferes with the educational program, which disrupts the operation of the school district or a school activity, which disrupts the rights of other students to obtain their education or to participate in school activities, or which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, lunchroom isolation, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves 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 building principal for information about the current enforcement of the policies, rules or regulations of the school district, as they apply to the middle school.

### ***Asbestos Notification***

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector as required by AHERA has inspected the school district facilities. A certified management planner has developed an asbestos management plan for the school district facilities, which is available for inspection in the central office. Asbestos poses no danger to the students in the building.

### ***Emergency Forms***

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. **Parents must notify school office personnel if the information on the emergency form changes during the school year.**

### ***Solution Finding Team***

The school uses a **Solution Finding Team (SFT)** process for students experiencing learning and behavioral difficulties. Anyone, a teacher, guidance counselor, administrator, parent, etc., who perceives a student is having difficulty, may make a request to the **SFT** coordinator for a meeting. The **SFT** will convene for a meeting to discuss student action plans and progress. The **SFT** will hold regular meetings to monitor progress.

### ***Teacher Qualification***

Parents/guardians who have students in the South Central Calhoun Middle School have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/guardians may request this information from the Office of the Superintendent by calling 712-297-7341 or sending a letter of request to Office of the Superintendent, 1000 Tonawanda Ave, Rockwell City, IA 50579. Information on a teacher's license and certifications and or endorsements may be also found on <http://www.boee.iowa.gov/>.

### ***Student Attendance***

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Without regular attendance a student may not reach their educational potential. Learning lost due to an absence can never be replaced.

An absence is defined as a student not being present for class and a tardy is defined as a student not being seated in the room with all materials ready for class activities at the time the second bell rings.

### ***Excused/Unexcused***

1. The school determines whether an absence is excused or unexcused.
2. Factors the school will use to determine excused absences include, but are not limited to, illness, injury, dental or doctor appointments (when they cannot be scheduled at other times), recognized religious observances, working for parents, bereavement, family vacations, educational trips (must be approved, by the administration, no later than seven days prior to the student being absent from school), school activities and court/probation appointments.
3. Unexcused absences include, but are not limited to, shopping, hunting, concerts, preparation or participation in parties or other celebrations, and employment (not working for parents).
4. Students may not receive full assessments points for schoolwork due the day of an absence, or schoolwork completed during class the day of an absence, if the absence is declared unexcused.
5. All unexcused tardies may cause students to make up detention time at the discretion of the administration.

### *Tardiness*

\*Fourth Grade does not issue tardies. The following is relevant for grades 5-8.

Tardies per semester will be handled in the following manner:

1. First tardy to class or school—written warning
2. Second tardy to class or school—30 minute detention
3. Third tardy to class or school—45 minute detention
4. Fourth tardy to class or school—60 minute detention
5. Fifth tardy to class or school—suspension from class or school and a conference with the school to discuss the attendance/tardy issue.
6. Sixth tardy to class or school—suspension from school and a conference with the school to discuss the attendance/tardy issue.

### *Procedures*

1. If a student cannot report to school or will come after the day has begun, it is the responsibility of the parents to report that absence prior to 9:00 a.m. stating the student's name, grade, and the reason for the absence. If parent notification is not received prior to 9:00 a.m., the middle school secretary will attempt to contact the parents.
2. Students who know they will be absent must notify the office prior to the absence and make any necessary arrangements.
3. Students who need to leave during the school day must bring a note signed by their parent/guardian to the office before 8:15 a.m. or have their parent/guardian-come into the office to pick them up.
4. The office will record when the student arrived, after the school day has begun, and provide the student with a pink pass to be admitted to class.
5. In the case of an extended absence of three or more days for medical reasons or for an absence of any length due to a communicable disease, a statement from a doctor attesting to the student's fitness for school may be requested.
6. Students are responsible for contacting their teachers to arrange to make-up schoolwork missed due to the absence. A student who misses a pre-schedule test, lab, assignment, etc. is to make up the work as soon as they return to class.
7. Students have the number of days missed, plus one, to make up schoolwork missed upon returning from the absence or the student may arrange with their teacher when the work is to be completed.

### *Truancy/Unexcused Absence*

1. Any child who is registered and attending, that fails to attend school, as required by the school board or school governing body's attendance policy, without reasonable excuse, may be deemed truant.
2. Truancy may occur when a student leaves the building without permission during the school day while classes are in session, failed to follow proper procedures when absent from school, and/or is in an area on the school grounds without permission.
3. The board will not tolerate truancy.
4. Students may be subject to disciplinary action for truancy including but not limited to; suspension and/or expulsion.

### *Excessive Excused Absences*

1. The school may contact the parents after the fourth absence of a quarter.
2. A meeting may be arranged with the parents to discuss the attendance record of their child. In this meeting a plan can be developed to address the student's attendance issues.

### *Excessive Unexcused Absences*

1. The school may contact the parents after the first, second, and third unexcused absences in a semester.
2. A meeting may be arranged with the parents and student to discuss the attendance record of the student after any unexcused absence. In this meeting a plan may be developed to address the student's excessive unexcused absences. The plan may address possible consequences for further unexcused absences. This may include but is not limited to; a student not receiving full assessment points for the schoolwork due or completed on that day, disciplinary action that may be taken, and/or an expulsion hearing with the Board of Education.

### *Perfect attendance*

1. Perfect attendance recognition will be given to those students who have no tardies or absences for an entire semester.

### *Extra-curricular Activities*

1. Students participating in school activities must be in school the entire day in order to practice or participate in a school activity.
2. If an acceptable reason is presented, this rule may be waived by the administration.

### *Inclement Weather*

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by local radio and television stations or by the **Iowa School Alerts** system. **Iowa School Alerts** – sends a text and/or email to your cell phone (to sign up for **Iowa School Alerts**, go to the school's webpage). The missed day probably will have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, notification is made on local radio and television stations or by the Iowa School Alerts System. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow either emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and rescheduled, if possible. Notification of the rescheduling may be made on the radio stations or in school the next day.

### *School Day*

Safety and supervision of students is a constant concern. Students must take responsibility for their safety by conducting themselves carefully and with concern for their own and others' safety. Practicing things like walking in the hallway, and being polite and courteous will make school safer for everyone. Students need to avoid things like roughhousing, running or yelling in the halls. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

Students may be present on school grounds before 7:30 a.m. or after 4:00 p.m. **ONLY** when they are under the supervision of an employee or an extracurricular activity sponsor. The middle school doors will unlock at 7:30. If school is dismissed early, students are expected to leave the school grounds as soon as possible after school is dismissed for the day.

### *Morning Arrival*

The doors to the middle school will be unlocked at 7:30 a.m. Students become the responsibility of the school once they set foot on the school grounds (including buses). A student must receive permission from the principal to leave the school grounds. When **seventh and eighth grade** students arrive early at school (before 8:00 a.m.), they are to put their things away in the lockers and then go directly to the commons where students can be supervised in the lunchroom. Seventh and eighth grade students are to sit on the **east end** of the lunchroom and eat breakfast, talk quietly with friends, or do school work until the shuttle buses arrive from Lake City. On the arrival of the Lake City Shuttles, seventh and eighth grade students already in the building are to go to their assigned Titan Time home room to allow tables for others to eat breakfast. The bell will dismiss seventh and eighth grade students left eating in the lunchroom to Titan Time. The students are to go to their lockers for their materials for the day and then go directly to their assigned Titan Time home room.

When **fourth, fifth and sixth grade** Lytton and Rockwell City area students arrive early to school (before 8:00 a.m.), they are to go directly into the building to their school lockers and put away their school items. If they are eating breakfast they are to go into the commons and eat their breakfast. All **fourth, fifth and sixth grade** students are to sit at the tables on the **west end** of the commons. Fourth, fifth and sixth grade students will be dismissed from the commons when the Lake City shuttles arrive. Fourth, fifth and sixth grade Lake City, Lanesboro and Lohrville shuttle bus riders will go to their Titan Time homerooms after they have completed their breakfast. Students are to go directly to their Titan Time home room and are not to loiter in the hallway.

### ***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. Parents who have questions should contact the school nurse.

### ***Emergency Drills***

Periodically, the school holds emergency fire and tornado drills. Emergency procedures 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 may be reported to law enforcement officials, in addition to being disciplined under the school district's policies, rules and regulations.

The signal for a fire drill is a high-pitched siren sound, and lights at the siren stations flash at the same time. Students are to leave the building immediately, and quietly, in single file, remain with their group, and re-enter the building only when instructed to do so. HURRY -- BUT DON'T RUN. Students in the hallway, when the alarm sounds, are expected to join the nearest line and exit the building. The teaching staff will be responsible for informing all special needs students of an emergency and see that they take appropriate action.

The signal for a tornado drill is an announcement over the intercom system. Students are to report quietly to their assigned areas, crouch down, and cover their heads with a textbook or notebook.

### ***Administration of Medication***

#### **THE FOLLOWING STANDING PROCEDURES ARE TO BE USED IN OUR SCHOOL HEALTH PROGRAM TO MEET CERTAIN LEGAL RESPONSIBILITIES AND OUR SCHOOL NEEDS.**

The South Central Calhoun Middle School does not supply prescription medications. Only medications brought from home in the original bottle, with a parent and/or doctor's written request will be given at school. IN IOWA, ONLY A PHYSICIAN CAN PRESCRIBE DRUGS.

On a regular basis, over the counter medications are discouraged. Any over the counter medication for minor ailments (such as Tylenol or cough drops) must have the parent's written request, as well as, the reason the medication is to be given. No medication should be kept in the possession of a student. If there is a parent request of over the counter medication, this will be allowed up to 4 days without a doctor's prescription. After that time, the nurse will contact the parent to obtain a written statement from their doctor if the said medication should be continued and the length of time.

1. All medications, regardless of how administered, except for inhalers, must be kept by either the school nurse or office personnel. A student is not to self-administer medication at school.
2. All medications must be brought to school in the prescription container properly labeled for that student and that medication. The pharmacist will, upon request, label a school container for you.
3. The school must have a written parental permission to dispense any medication. Written permission must be on a district Parental Authorization and Release Form for the Administration of Prescription Medication to Students. That form may be picked up at any school office. School personnel may dispense medication for one day only based upon a written, signed note that explains the purpose of the medication and the time the medication is to be given to the student and that gives permission to dispense the medication. After that, permission must be in the proper form.
4. To best protect your child as well as other children, we ask you send only up to a week or two supply of school doses. We can return the bottle when empty.
5. Regarding inhalers, to best serve your student, we also request that students bring a note to the office or nurse at the onset of the first use or at the beginning of each year, when a student will be using an inhaler. This helps us to be sure that teachers have this information in case your asthmatic student has respiratory problems.

6. As essential oils are not FDA approved for OTC sales and use, the district will not allow any essential oils of any kind to be administered to students during the school day. Alternative medications such as, remedies, enzymes, herbs, dietary supplements, homeopathic medicines, essential oils, or medications from other countries will not be administered to students under any circumstances. Similarly, alternative medications will not be atomized throughout the classroom.
7. NO MEDICATION WILL BE GIVEN AT SCHOOL WITHOUT PARENTAL PERMISSION

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. 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 will be released to the student's parents or, with parental permission, to another person designated by the parents. **Students should not call or text their parent/guardian or other family member to come pick them up at the school when ill. This call will be made by the office.**

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

Students who have been ill with a fever, vomiting or diarrhea should be kept home for twenty-four hours after their temperature is normal and for at least twelve hours after they experienced vomiting and/or diarrhea.

Almost every school has cases of head lice and/or scabies yearly. They may pass from student to student, so it is no disgrace to contact head lice or scabies. It becomes a problem, however, if they are not treated. If your child has a case of head lice or scabies, treat it and inform the school. The nurse will then screen other students as needed, to prevent it from spreading farther. The nurse may find it necessary to send infected students home from school until these conditions can be properly treated.

### ***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 want more information about student health and accident insurance should contact the school office.

### ***School Nurse***

School health services help to protect and improve the health of children, thus enabling them to benefit fully from school experiences. Only a physician is qualified to make a diagnosis. When needed, the school nurse will make a nursing assessment. If the nurse or other school personnel has reasons to suspect a health problem, the student's parents will be notified when necessary, with the suggestion to contact their doctor.

The school nurse is accessible Monday through Friday in one of the school buildings located in Rockwell City. Please feel free to contact the nurse in either the SCC Middle School or the SCC Elementary buildings on any school day: 7:45 a.m. to 3:45 p.m.

### ***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 of the disease to other students or to 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 his or her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, chicken pox, impetigo, and ringworm.

### ***Health Screening***

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

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

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate a Level I investigator. Larry Schoop is recognized at the middle school. He may be contacted directly or through the school.

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

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

The Building Investigator Level II of Physical/Sexual Abuse of Students by School Employees is Larry Schoop, Rockwell City Chief of Police, (712) 297-7583. Legal Reference: 281-102.1 (256) of Iowa Code.

## **STUDENT ACTIVITIES**

### ***Field Trips***

Occasional field trips of an educational nature are a valuable supplement to regular instruction, and they are a break from the normal routine.

When a class prepares to go on a field trip, the students will be given an information sheet about the field trip. The students are expected to share that information with their parents, and the parents are asked to sign and return a permission slip. It is the students' responsibility to see that the information gets home and the permission slips are returned to the school.

Students may also be given a make-up slip and required to complete work for other classes that will be missed the day of the trip. Any make-up work must be done before the absence. It is the students' responsibility to see that the work is completed.

Students are not counted absent or tardy if they are attending a school sponsored field trip or activity, provided any necessary work is made up in advance. Students may not be allowed to go on the field trip if either the make-up work is not done or the permission slip is not handed in by the set deadline. Students will not be allowed to go on a field trip without parental permission.

### ***School-Sponsored Student Organizations***

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include student council, band, chorus, and athletic teams (cross-country, volleyball, football, basketball, wrestling, track, baseball, and softball).

Other activities in which students can participate are not school-sponsored. Examples of these are high hoops basketball and little kids wrestling. The school may make information about these activities available to the students and school facilities may be rented to the organizers of these activities, but the school will not organize games, provide uniforms, or provide transportation for any non-school sponsored activity.

### ***Eligibility Affidavit, Insurance Proof, Physical Proof***

Any student wishing to be involved in any extra-curricular activity must submit to the principal an affidavit, signed by the student and the student's parent, which states the student and parent(s) have read, understand, and will comply with the school's eligibility requirements. Students who wish to participate in extra-curricular activities that require physical exertion including, but not limited to, cheerleading and athletics must provide proof of insurance coverage in case of injury in these activities and must submit a physical examination form stating the student is physically able to participate. A student who does not have the proper form(s) on file in the office will not be allowed to participate.

### ***Student Eligibility for Extra Curricular Activities***

The Board of Directors of the South Central Calhoun School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep a record of violations of the Good Conduct Rule.

The following activities are covered by the board's policy: athletic, instrumental and vocal music performances, drama productions, class officer, student government officer or representative, etc. or any other activity where the student represents the school district outside the classroom.

### ***Academic Eligibility Rule (FAILING IS NOT AN OPTION)***

Students need to be passing classes in order to participate in extracurricular activities (i.e.: sports, clubs and dances/parties). This policy is similar in nature to No pass/No play in high school. Eligibility status will be determined by using midterm and quarter grades. If a student is failing a core class at midterm or at the quarter, the student will be on a week to week eligibility status for all their core classes until the next midterm or quarter grades. **ALL** students will be on a week to week eligibility after the midterm of each quarter.

\* A special education or 504 staffing team may modify the above provision, and adjusted eligibility requirements may be included in the student's individual educational plan or 504 plan.

### ***Good Conduct Rule***

The Board of Directors of the South Central Calhoun School District offers a variety of volunteer activities designed to enhance the education of its students. School activities provide benefits of promoting additional interests and abilities for students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the district and must conduct themselves in accordance with board policy. Participants must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate while away from school or at school at all times and in all places (365 days a year).

Applicable student activity programs include all school sponsored extracurricular activities including, but not limited to: athletics, school honor recognitions, band, vocal, and any other situation where a student may be representing the school in front of the public.

Any student who, after a hearing at which the student shall be presented with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

*Violations*

1. Possession, use, selling, or purchase of illegal drugs or the unauthorized possession, use, selling, or purchase of otherwise lawful drugs;
2. Possession, use, selling, or purchase of tobacco products, regardless of the student's age;
3. Possession, use, selling, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath)
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offense, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
5. Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with school, law enforcement, or other authorities), hazing, or harassment of others.

Students in violation of the code of conduct policy during the summer months and who are not participating in baseball or softball will have the student's activity day count for their ineligibility period begin on the first day when the applicable athletic association or union authorizes for that activity to begin practice. After the calendar activity day period has been served, eligibility will be reinstated and the student will be allowed to participate fully in any activity.

If a student transfers in from another school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

*Penalties:*

For violation 1 any student who, after a hearing before the administration, is found by the preponderance of the evidence, to have violated this Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

- |                                     |  |
|-------------------------------------|--|
| <u>FIRST OFFENSE CONSEQUENCES:</u>  | up to 365 calendar days (1 year) of ineligibility. NO PENALTY REDUCTION  |
| <u>SECOND OFFENSE CONSEQUENCES:</u> | up to loss of eligibility for all activities during the remainder of their middle school years. NO PENALTY REDUCTION |

For violations 2 through 5 any students who, after a hearing before the administration, is found by the preponderance of the evidence, to have violated these Good Conduct Rules, during the school year or summer, is subject to a loss of eligibility as follows:

- |   |  |
|---|--|
| <u>FIRST OFFENSE CONSEQUENCES:</u>                    | up to 35 calendar days (5 weeks) of ineligibility plus ineligible to participate in at least two (2) activities in a primary activity. PENALTY REDUCTION AVAILABLE |
| <u>SECOND OFFENSE CONSEQUENCES:</u>                   | up to 56 calendar days (8 weeks) of ineligibility plus ineligible to participate in at least four (4) activities in a primary activity. NO PENALTY REDUCTION       |
| <u>THIRD AND ALL SUBSEQUENT OFFENSE CONSEQUENCES:</u> | up to 365 calendar days (1 year) of ineligibility plus ineligible to participate in any/all activities. NO PENALTY REDUCTION                                       |

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently in an extracurricular activity. If not completed during the current activity, it will be carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve (12) calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices, rehearsals, or meetings but may not “suit up” or perform/participate in the activity. If a student drops out or is removed by the sponsor of an activity, prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the twelve (12) month limitation above.

#### *Reduction in Penalty*

1. **FIRST OFFENSE CONSEQUENCE ONLY** violations 2 through 5: Admission Prior to Determination: If a student comes forward to an administrator or activity director to admit (self-report) a violation of the Good Conduct Rule within forty-eight (48) hours of the incident, the student’s penalty may be reduced by 7 days (one week) for the first offense only. There will be no reduction on the second, third, and all subsequent offense consequences.

#### *Appeals*

1. Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his/her secretary within the five (5) days. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent may be appealed to the Board of Education. The penalty will be in effect pending the superintendent’s decision.
2. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary within five (5) days of the decision of the superintendent. Within five (5) days of the filing, a hearing before the board of education will be held. The review by the board will be in closed session unless the student’s parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
3. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.

#### *Academic Consequences*

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

#### *Activity Bus*

All student participants must ride to out of town events in school sponsored transportation to be eligible to participate. Students may ride to an event with parents only if permission has been given by the administration. All student participants are required to ride home in school sponsored transportation. Students may receive permission to ride home with their parents if the parent requests permission from the coach or sponsor in person. Any other exceptions must be approved by the administration.

## STUDENT RECORDS

### *Educational Records*

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, submit amendments to, and request copies of their child's records during regular office hours. A fee of ten cents per copy may be charged. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary at the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year, in writing, if they do not want the school district to release directory information. By law, directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, heights and weights of athletes, and other similar information.

### *Procedures for Transferring to Another School or School District*

The school district automatically transfers a student's records to a new school district upon request from the new school district for the student's records. When a new student transfers into the school district, the student's records are requested from the previous school district.

Parents have the right to review and challenge the contents of their student's records. They may take copies of parts of the records with them to a new location, but they may not take the original records. Original records are mailed directly from school to school. There may be a charge for photocopying the records.

A student who wishes to transfer to another school must check out through the office to insure that bills and fines are paid, that school property is left at school and that records are correct.

## STUDENT RIGHTS AND RESPONSIBILITIES

### *Discipline Code*

The philosophy for discipline at the South Central Calhoun Middle School is that students are to be treated firmly, consistently, and with respect. All approaches to discipline are intended to help a student become a better citizen. The counseling approach is highly emphasized. Measures used to correct a student's behavior include, but are not limited to, loss of privileges, isolations, detentions, student conferences, parental conferences, and in-school or out-of-school suspensions.

There are many rules and procedures, which are needed for the school to operate efficiently and effectively in creating an atmosphere that is pleasant and desirable both academically and socially. **Many of these rules are found in this handbook, but just because an undesirable behavior is not mentioned specifically here does not mean permission is given to do it. Any conduct contrary to decent, polite, respectable, and honest standards is not acceptable at school.**

### *Removal from Class*

If a teacher finds it necessary to remove a student from class because of disruptive behavior, the student may be instructed to report to the SELF room or Principal's office, depending on the severity of the behavior. Staff will call ahead to the appropriate room to let staff in that room know the student is coming.

To be reinstated to class, the student must discuss what behavior caused him/her to be removed from class with a staff member (i.e. teacher, principal, counselor), in order to create a plan to prevent further disruptions. If another removal from the same class occurs, a conference may be held with the principal, teacher and parents of the student, to determine what further action is needed. This action may include, but is not limited to, detention, counseling, or behavior intervention plan.

### ***Lunchroom Isolation***

Students, who are assigned lunchroom isolations will go to the end of the lunch line, will eat their lunch in the office, and will have no social contact with the other students during the lunch period.

### ***Detention***

A detention is a time when, because of misconduct, the student's presence is required during non-school hours. Teachers may issue detentions for disciplinary reasons or for schoolwork not completed. Any staff member in the building has the authority to correct misconduct.

Detention periods may range for thirty to sixty minutes in length. The teacher or administrator assigning the detention will determine where the detention will be served and the starting and stopping times of the detention. Detentions will be served within two school days of the time the detention was assigned. Students are to have study materials with them when they serve detentions. The staff member assigning the detention will also notify the parents by phone, e-mail, or letter. A student who fails to report for a detention as assigned, without first getting permission from the responsible staff member to change the time or place of the detention may have the detention time lengthened or may be suspended for defiance of authority.

The school will not provide the student with transportation home after a detention. The student must make arrangements for transportation. For example, a student on detention will not be allowed to ride the sports shuttle bus. An exception to this is a student who is out for a sport currently in season, who serves his/her detention, and who then reports late to the sports practice.

### ***Suspension***

When a student's misconduct is so serious in nature that it is deemed the student should be removed from the school setting for a period of time to think about and adjust his/her behavior, a suspension will be issued to the student. These suspensions will be of two types: in-school and out-of-school. A student assigned a suspension will be given credit for work that can be handed in, corrected, and/or graded but will not get credit for activities that took place in the classroom during the suspension. If a teacher's grading system includes a student participation factor, a student's grade may be lower because of absence from the classroom. During an out-of-school suspension, a student is not allowed to be present at any school sponsored activity without specific permission from the administration. A student who has received a number of suspensions may have to appear before the board of education.

### ***In-school Suspension***

Reasons for being assigned an in-school suspension include, but are not limited to:

1. failure to report for detention periods as assigned;
2. repeated misbehavior in school or at school activities;
3. use of verbal or written profanity;
4. disrespect for other students, for school personnel, or the property of others;
5. truancy;
6. defiance of authority.

When a student is assigned an in-school suspension, each teacher on the student's schedule will assign work. The student must work on school-related work and will not be allowed to sleep, play cards, listen to music, or the like. The student must remain in the suspension area without talking to others and will eat separately from the rest of the student body.

### ***Out-of-school Suspension***

Out-of-school suspensions may be made when the nature of the misconduct warrants the removal of the student from the school setting. Reasons for this type of suspension include, but are not limited to:

1. smoking, drinking, or being engaged in other illegal activity on school property or at a school activity;
2. verbal or physical abuse directed toward a staff member, either on or off school grounds;
3. fighting with or harassing another student;
4. vandalism to or destruction of property belonging to the school, a staff member (on or off school grounds), or another student;
5. stealing of school, a staff member's, or another student's property;
6. repeated in-school suspensions for the same offense.

### ***Student Lockers***

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The outsides of lockers should not be decorated. One exception to this may be spirit signs. Lockers may be decorated on the inside provided that the decoration is temporary and can be easily removed, that the decoration does not harm the finish or the mechanical working of the lockers, and that the decoration is in good taste, e.g. it does not represent something illegal such as alcohol, tobacco, or drugs, or it is not sexually or culturally offensive, etc. Magnetic decorations are best. Avoid the use of tape to attach decorations and dry erase markers for decorating. The expenses to repair damage done to a student's locker or to replace a padlock are charged to the student. Locks for lockers are optional. The padlock replacement fee is \$5.00. If a student chooses a lock for their locker they will need to sign-up in the office and provide an additional key to the office secretary if they choose to bring their own lock.

THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR LOST OR STOLEN MONEY OR OTHER ITEMS. Therefore, neither valuables nor large amounts of money should be brought to school. Coats, bags, and other items not related to classroom work should be left in the locker during the day and not be taken to a classroom during class or left in a hallway.

Since the lockers and most of the books and materials in them are owned by the school, the school has an interest in safeguarding these items and in seeing that the locker area is clean and neatly maintained. Students may store their cold lunch in their locker, but *should refrain from storing any other kind of food or drink in their locker*. Students who leave their locker doors open and accessible to anyone have given up their privilege of privacy.

School rules developed by the teaching staff and administration may limit the number of times students may go to their lockers during the school day.

Locker space in the locker rooms is available for students participating in school sponsored athletic teams. A student may request a padlock for the locker. The padlock will be provided at no charge, but a \$5.00 replacement fee will be charged if the lock is not turned in at the end of the year.

### ***Locker Inspections and Searches***

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 that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student or another person. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The discovery of contraband will result in parental notification, disciplinary action, and possible counseling, medical, and/or law enforcement referrals.

AT NO TIME ARE STUDENTS TO USE SCHOOL LOCKERS FOR STORAGE OF ILLEGAL ITEMS OR ITEMS OF A HAZARDOUS NATURE. Contraband found in a locker may result in discipline to all students associated with that locker if it cannot be determined who is responsible for the contraband.

## ***Search and Seizure***

All school property is held in public trust by the board of education. School authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles under the circumstances outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

It is believed that illegal, unauthorized or contraband materials may cause disruption to the school environment or present a threat to the health and safety of students, employees, or visitors to the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, and apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

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

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

### ***Weapons***

Weapons are not allowed on school grounds or at school activities, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of a student found in violation of this policy will be contacted, the student may be reported to law enforcement officials, and the student may 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 weapon, or any explosive, incendiary, or poison gas. As per Board of Education Policy 502.8, Weapons.

### ***Searches, in general***

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.

Considering factors such as the following may form reasonable suspicion:

- (1) eyewitness observations by school personnel;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or
- (4) the student's past history and school record.

A search will be reasonable 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) age of the student;
- (2) sex of the student;
- (3) nature of the infraction; and
- (4) exigency (urgency of the situation) requiring the search without delay.

## **Personal Searches**

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

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 and with another adult witness present, when feasible.

Strip searches, body cavity searches, or the use of drug-sniffing animals to search a student's body are not permitted under Iowa statute.

## ***Dress Code***

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors. Examples of clothing not appropriate for school include, but are not limited to:

1. clothing or accessories that depict, refer to, advertise, or promote alcoholic drink or tobacco products.
2. clothing or accessories that depict, refer to, or suggest violent or sexual behavior, illicit drug use or drug abuse, or are otherwise judged to be in poor taste.
3. clothing or accessories that display obscenity, profanity, vulgarity, racial or sexual remarks, or references to prohibited conduct or similar displays.
4. clothing that is skin-tight, that is ripped or torn or that is see-through or so loose-fitting that underclothes or skin surface which would normally be covered is exposed.

Additionally, hats, caps and hoods are not to be worn indoors. Shoes will be worn at all times. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. Gang-related apparel worn at school draws attention away from the school's learning environment and directs it toward thoughts or expressions of violence, bigotry, hate, and abuse. Teachers may state to students that the students' apparel is inappropriate, and students should comply with the teachers' instructions. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing, which may require additional clothing to be brought from home. Insubordination may result in the student being isolated to the office for the remainder of the day.

## ***Care of School Property***

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. **Any room or area of the building or grounds that is not supervised by a staff member is off limits to students.** Students found to have destroyed or otherwise harmed school property will be expected to reimburse the school district for damages. Students may be reported to law enforcement officials for vandalism.

## ***Munchies***

Candy, pop, potato chips, etc., are not allowed in the school building from 8:00 a.m. to 3:45 p.m. during the days when classes are in session, except if these items are part of a student's cold lunch, they must be eaten only in the cafeteria during lunch period.

## ***Displays of Affection***

Students should use good judgment and restraint in displaying affection at school. **There is a proper time and place for all things, but school is neither the time nor the place for affection to be shared.**

### ***Snowballs***

Snow, snowballs, snow chunks, ice chunks, and the like should never be thrown at anyone or anything. There is a great potential for injury or damage.

### ***Driving and Biking to School***

If students use bicycles, mopeds, or similar items to travel to school, they must leave them in designated areas during the regular school day, and they are not to use them or toy with them during the day.

### ***Book Fees and Expenses***

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below the items you will need to consider.

1. **TEXTBOOK/WORKBOOK/SOFTWARE FEES:** A fee to help defray the cost of textbooks and workbooks. There may also be a fee to help defray the cost of software. Students are expected to treat school property with respect and take reasonable care of books and workbooks. Fines will be levied at the end of the year for books that are damaged. If a textbook is damaged so it cannot be used again, the replacement cost of the book will be charged.
2. **EXTRA CURRICULAR ACTIVITIES CHARGES:** There will be an admission charge for all athletic and fine arts extra curricular activities. SCC activity passes may be used to gain entry to any SCC home event with the exception of state sponsored activities.
3. **SCHOOL LUNCH:** Lunch money may be taken to the office during the school day. All students who have exceeded the \$15.00 charge limit may not be allowed to eat lunch. Extra milk, and other ala cart items are available at a minimum charge. Students on the Free or Reduced priced lunches may not loan or sell charges from their accounts.
4. **DEPARTMENTAL FEES:** Each student must be prepared to meet charges for certain departmental supplies, such as materials for a project in shop class. These items become the property of the student when the project is completed.

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 who may qualify for a waiver of student fees should contact someone at the central office for a form. This waiver of student fees does not carry over from year to year and must be applied for annually.

### ***Cheating***

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources (plagiarism), or similar cheating is not permitted. Consequences assigned to a student for cheating could include the loss of assignment points.

### ***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.

### *Interferences in School (Electronic and/ or interfering devices or other items that distract)*

Students are **not allowed** to use electronic devices such as cameras, air pods, radios, mp3 players/ipods, electronic games, and like devices along with other items which could cause interferences, distractions, become a nuisance, or create hazards during **the school day**. The start of the school day is defined as when a student enters the middle school building. The end of the academic portion of the day is identified when the final bell rings. Students may only use electronic devices or other interfering items after the school day ends. **These items will be confiscated if students are using them during times before school or during the regular academic portion of the school day.** Some items may be returned to the students from whom they were taken, while others will only be returned to parents. **The school is not responsible** for items being broken, stolen or misplaced.

### *Cell Phones*

Cell phones have become very popular possessions for many students, but serve no real purpose during the instructional day at school. They have added a new layer of distraction for many students. With this said, students are allowed to bring cellphones to school, but will not be allowed to use them at school. Student cell phones may not be used in the middle school building unless they are in, and have the permission of the office. Once a student arrives at school, their cell phone should be placed in their locker or stored with their homeroom teacher for the remainder of the day. Students are not allowed to use cell phones, or be in possession of them, from the moment they arrive in the building until the end of the academic day. All cell phones must be turned off to eliminate distractions in the school building. If a student uses a cell phone without permission, it rings or makes a sound during the school day; any school personnel may confiscate the phone and bring it to the office. The student's parent(s) may retrieve the phone at the end of the day. Further incidents may result in more severe consequences. All calls or texts made from school on a cell phone must be done within and with the permission of the office.

### *Posting of Information and Distribution of Materials*

Students who wish to post information or distribute materials 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.

### *Initiations, Hazing or Harassment*

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
  - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.
- Sexual harassment includes, but is not limited to:
- verbal, physical or written harassment or abuse;
  - pressure for sexual activity;
  - repeated remarks to a person with sexual or demeaning implications; and
  - suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

### ***Student or Parent Complaints***

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

- If an employee is involved, discuss the complaint with the employee within two school days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within one day of the principal's response;
- If unsatisfied with the superintendent's response, the student or parent may request to speak to the board within one school day of the superintendent's response. The request to speak to the board must be made to the superintendent. The board determines if it will address the complaint.

### ***Substitute Teachers***

A substitute teacher has a hard job. A substitute does not know the school's routine or the students. A substitute may not be an expert in the area he or she is being asked to teach. A substitute will not be able to do things exactly like the classroom teacher. Because of these factors, students need to give substitute teachers extra politeness, attention, and time. If a student chooses to act up instead, that student can expect a consequence from the substitute or from a staff member. Consequences may be doubled when discipline becomes a problem in a classroom supervised by a substitute.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### ***Grade Reports***

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

A middle school student may receive grades of A (93-100 %), A- (90-92%), B+ (87-89 %), B (83-86 %), B- (80-82 %), C+ (77-79 %), C (73-76%), C- (70-72 %), D+ (67-69 %), D (63-66 %), D- (60-62 %), or F (59 % and below). An "Incomplete" (Inc.) on the report card indicates that some work was not completed and a grade could not be given. The work must be completed within one week of the end of the grading period. An incomplete will become an "F" for the grading period or quarter after the one week period. Extensions may be granted by the office.

The letter grades on report cards generally mean:

- A = Superior; exceptional work done, much application
- B = Good, above average, preparation satisfactory
- C = Average, preparation satisfactory, but sometimes insufficient
- D = Below average, little effort was made
- F = Failure, unsatisfactory progress, very little effort made

### ***Assignments***

Teachers assign extra class activities or assignments as necessary. Students are expected to complete assignments on time. Students who do not complete assignments on time may be assigned a disciplinary consequence. Failure to complete assignments may result in loss of class credit and a failing grade in the class.

### ***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. The Iowa Statewide Assessment of Student Progress (ISASP) are given to middle school students during the fourth quarter. The FAST reading and math assessments are given to middle school students in the fall, winter, and spring of each school year.

### ***Open Enrollment***

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

### ***Adding/Dropping Courses – Junior High School Electives***

Since junior high school students follow a program of study dictated by state standards, they have few elective courses. Sixth, seventh and eighth grade students have band and/or chorus as electives. Sixth, seventh and eighth grade students will have the first two meetings of an elective class of a new semester to decide if they will be enrolled in that particular class. After that, no student will be allowed to drop or add an elective class until the new semester. Parents are asked to send a signed note to school with the student explaining that the student is to be enrolled into, or allowed to drop out of, the elective class.

### ***Study Hall***

The study hall is a place provided for students to study. A quiet, organized atmosphere conducive to study is expected in all study halls. Attendance will be checked and recorded. Once in study hall, students are allowed to leave only with the permission of the study hall monitor and with a hall pass.

### ***Study Hall Rules and Regulations***

1. Bring work to do so you don't have to go to your lockers.
2. Be in your seat and quiet when the bell starts to ring.
3. No talking without permission.
4. Please keep your feet off all the chairs and tables.
5. Please clean off the tables before you leave.
6. Don't write on the tables, if you find some on it, please clean it up.
7. Please don't throw things around or at the wastebasket.
8. You may use the library materials during the last half of the study hall period if all students have been working on school assignments during the first half of the study hall period.
9. Office passes only during last 5 minutes of the period.
10. There should be four (4) chairs at each table. Please do not move them.
11. Keep your hands off other people's possessions. Respect others property as you would want yours respected.
12. Students are required to have passes to leave the study hall. The study hall teacher should sign the pass showing the exit time and send the pass with the student. The student must have the classroom teacher sign the time arrived and time left on the pass along with the teacher's signature.
13. Students should not be allowed to go behind the library counter. That is off limits!!
14. The study hall teacher will have access to a supply box if you need to check out any kind of supplies that you may need. Ex. Scissors, paper, pencils, etc.
15. When students leave the room for any reason, they need to ask permission and sign out writing their name, time and their destination on the study hall sign out sheet. Teachers will have a sheet for you to sign. When returning to study hall, students need to sign in the return time.

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

Quarterly and semester honor rolls will be maintained and published for all students at SCC Middle School. Students who have maintained a grade point average of 3.00 to 3.66 in their **core classes** will be placed on the "B" honor roll. Those who have maintained a grade point average of 3.67 to 4.00 in their **core classes** will be named to the "A" honor roll. Students with a 4.00 grade point average will receive special recognition.

## **MISCELLANEOUS**

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

Students must receive permission from either an administrator or a secretary to use the phone in the office. Teachers can also allow students to use their classroom phone when needed. The school phone is for school business and students are not to use the school phone for personal calls. When needed, cell phones may be used in the office to make a phone call.

### ***Messages to Students***

The office will always gladly cooperate with parents to get messages to pupils during school hours. However, calls for students during school hours are disturbing to the school routine and therefore should be held to a minimum. Messages received before 11:00 a.m. will be written down and delivered to the student during lunch period. After 11:00 a.m. message delivery to the student(s) is not guaranteed. Pupils WILL NOT be called to the telephone while in class except in emergency situations.

### ***Changes in After School Routines***

If there is a change in a student's after school routine, a note needs to be given to the office or homeroom teacher informing the school of the change. If no notification is turned in, a student will be expected to follow their regular after school routine.

### *Visitors/Guests*

Visitors to the school grounds must check in at the principal's office. No student is to bring other students to visit South Central Calhoun Middle School unless prior arrangements have been made with the principal. When a visitor does enter a class, the host student is asked to introduce the visitor to each teacher.

### *Legal Status of Student*

If a student's legal status, such as the student's legal name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the student's record is current.

In most cases when parents are divorced, the court designates one parent, as the custodial parent while the other parent retains parental rights. The school will share with both parents school records and information about the student and will not take "sides" in any custody or parental rights dispute. In the case of divorced or separated parents where a court order limits the rights of one parent, the school is obligated to follow the provisions of the court order. It is the responsibility of the custodial parent to file with the school a copy of the court order limiting the other parent's rights.

### *Lunch Program*

The school lunch program is operated as an important part of the total school program. To encourage good nutrition, a well-balanced meal is provided at a very reasonable cost. Students may buy a school "hot" lunch or bring a "cold" lunch from home. Students may not have food delivered to them at school from local restaurants or food establishments. A student may have a parent or another family member bring food to them at school, but parents or other family members may not bring food for other students. Students who have money to add to their hot lunch account should bring that money to the office when they first come to school in the morning.

Each student is provided a code that they are required to enter on a keypad when going through the lunch line. This code activates the student's account. By doing this accurate records may be kept on the student's lunch account.

Students and parents/guardians will receive a notice when their account is low on money or has a negative balance. The student is expected to take the notice home, tell a parent that lunch money is needed, and bring money to the office to replenish the account.

In the lunchroom, please cooperate by:

1. eating all the extra food you take; avoid throwing food away;
2. depositing all lunch litter in the wastebaskets;
3. returning all trays and utensils to the dishwashing area;
4. leaving the tables and floors clean and tidy for others who follow;
5. refraining from any horseplay in the lunch line or lunch room;
6. staying in the lunch room, or other designated area, after eating lunch;
7. using restrooms located directly located off of the commons;
8. not taking any food or drink out of the lunch room; and
9. taking your time at the salad bar when it is available and not dropping ingredients from one container to another.

#### **Failure to abide by these rules may be cause for disciplinary action.**

Seconds and extra food items may be available for purchase with a school lunch. These items do not replace a school lunch or any part of a school lunch. The costs of the extra items vary and will be deducted from the student's lunch account; cash will not be accepted. An item may be purchased only at the time a student picks up food from the serving window and enters his/her code into the computer. A student who chooses to bring a lunch from home may not purchase an extra food item. Only one item may be purchased per day. A student may buy an item only for himself or herself; an item may not be purchased for another student. The extra items must be eaten in the lunchroom and packaging materials from the items must be thrown in wastebaskets in the lunchroom. Individual students or groups of students may lose the privilege of buying extra food items if the items are misused in any way or if the above rules are not followed.

## ***MEAL CHARGES***

***SCC Board Policy 711.5 pertains to meal charges at school. Current board policies are available at [www.scc.k12.ia.us](http://www.scc.k12.ia.us) in the Board Policies link in its current adopted form. As of the publication of this handbook, the policy is included below but enforcement will follow current board policy.***

In accordance with state and federal law, the South Central Calhoun Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. When the balance reaches -\$15.00 a student may charge no more than two meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payment of cash or check can be dropped off at the office of any building to be added to a student account.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified weekly of lunch account balances and will be additionally notified once the negative balance reaches \$10.00. Families will be notified by e-mail and by written notice sent home in book bags. Negative balances of more than \$.01, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

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

Buses are primarily used to transport students to and from school as well as to various school events. 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. Discipline problems on a bus come under the same jurisdiction and are handled in the same manner as poor conduct in school. 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 authority to discipline a student and may notify the principal of a student's inappropriate bus conduct. Video cameras have been installed on the buses for the principal to determine if misbehavior has taken place and discipline consequences may need to be assigned accordingly.

A driver's, and the school's, first concern is transporting the students safely. Student actions and behaviors that distract the driver cause an unsafe situation for all on board. Riding a bus is a privilege and a convenience. Students who continually choose not to follow the rules may lose bus riding privileges.

1. Students are under the immediate authority of the bus driver.
2. Students shall be on time for the bus pickup/departure, as the bus driver is expected to keep on schedule.
3. Students must avoid playing or loitering on the road/highway when waiting for a bus to arrive.
4. Students shall enter and leave the bus by the front door at school loading zones and other designated bus stops in orderly fashion and in accordance with instructions from the driver. Emergency exits are to be used only in emergencies.
5. Students shall refrain from crowding or pushing while either entering or leaving the bus.
6. Students are expected to go directly to their seats upon entering the bus.
7. Students shall remain properly seated at all times until their destination is reached and the bus comes to a complete stop.
8. Students shall not extend their hands, arms, or head through windows of the bus.
9. Students shall converse in normal voices; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
10. Students must keep sharp objects and their feet off the upholstery and seat backs.
11. Students shall keep the bus clean and refrain from damaging it. The student will pay for any damages.
12. Students shall be courteous to the driver, to fellow students and to passers-by. Any unfavorable comments, gestures, or actions may lead to suspension of riding privileges.
13. Roughhousing on the bus is prohibited.
14. Students must not throw objects about the bus or out the windows.
15. Books and other property must be properly stowed out of the way, and the aisle must be kept clear at all times.
16. Shooting paper wads or any other materials in the bus at any time is not permissible.
17. Students may use headphones to listen to music as long as doing so does not disturb others or distract the driver. The driver may take possession of any device found to be distracting.
18. Nothing (food, candy, drinks, gum, etc.) is to be consumed on the buses.
19. A student must have a bus pass to ride a bus he/she does not usually ride. The principal will issue a bus pass upon receipt of a written, signed request from a parent asking permission for the student to ride the bus.

The South Central Calhoun School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the school buses, and 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 content 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 a disciplinary proceeding involving their child. (Policy 503.6)

### ***Library***

Library books may be checked out of the library for a two-week period and with a two-week renewal period. Students may be denied the privilege of checking out library books if they demonstrate they cannot return books on time or if they damage or lose books.

### ***Lost and Found***

Students who find lost articles are asked to take them to the office. Students who have misplaced items can look for their lost item(s) in the lost and found shelves in the office or can ask at the office if their missing items have been turned in.

### ***Guidance Program***

Students in grades four through six receive weekly guidance lessons. Students in grades seven and eight have the opportunity to participate in small group guidance lessons. The guidance counselor is available to discuss a student's personal, social and/or emotional problems, to help students relate with peers, to help students understand the growing-up process, and to provide a referral service to other agencies (including in-district Seasons Center therapist/social worker). Counseling sessions are conducted on a confidential basis.

### ***Inspection of Educational Materials***

Parents and other members of the school district community may view the instructional materials used by students. A review of materials will take place in the school 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 principal in the middle school office.

### ***ACCEPTABLE USE OF TECHNOLOGY***

The SCC Community School District will maintain a computer network for use by students. The use of computers, the District's computer network, the internet and other on-line services shall be consistent with the educational objectives of the District. **The use of technology is a privilege extended to individuals who wish to enhance their learning experiences.** Students may have access to the computers and internet as long as they follow policies and rules about how to use it. The policy may change at any time as technology changes and as what is appropriate and inappropriate for school use becomes apparent. Those students who violate the District's established guidelines for acceptable computer, internet and network use may be subject to disciplinary action.

The District has a filtering system in place for the internet to filter out objectionable material, however, it is impossible to control all materials on a global network and we cannot guarantee that a student will not come across inappropriate materials. The staff and students at SCC will report any site that wasn't properly filtered. Students will not be issued email addresses on the SCC domain. If a teacher deems access to email, chat rooms, etc. vital to the content of their curriculum, that teacher will be responsible for monitoring their students' use of that means of communicating.

South Central Calhoun respects parents and guardian's rights to decide whether or not to allow their children access to the Internet. If a parent or guardian decides NOT to grant permission, a **Denies Permission Form** must be signed at the time of registration. Students should be aware that use of the school's computer/network is not private—files can be viewed and traffic monitored at any time.

SCC will make every effort to educate your student on the appropriate use of the computer, internet, and network. Developing responsible attitudes, reinforcing appropriate behaviors and adhering to security practices on the network to insure that the technology is used for EDUCATIONAL PURPOSES are the goals of the district. Use of personal electronic devices on the school network during school hours is discouraged as it slows down access for all users.

NOTE: At the elementary level, individual computer accounts will not be issued. Students will have access to the computers/internet only under the supervision of a staff member.

The following actions are prohibited . . .

- Physically defacing, abusing or vandalizing equipment or any unauthorized access or malicious attempts to damage computer hardware/software or networks or destroying the data of another user.
- Streaming radio and TV broadcasts during school hours.
- Using another person's account/password or using, altering or deleting another person's files or gaining unauthorized access to other's resources.
- Using the computers in any way that would violate local, state, or federal laws.

- Accessing, creating or displaying any files that violate copyright laws or contain defamatory, inaccurate, abusive, obscene, profane, harassing, sexually oriented, threatening, racially offensive, or illegal content.
- Downloading or installing software on district-owned computers.
- Playing games and arcade type materials unless the teacher deems that the site is EDUCATIONAL VIABLE for their curriculum.
- Intentionally develop or activate programs that harass others, infiltrate a computer system or alter components of a computer or system, including (but not limited to) installing computer viruses.
- Using the network to communicate, publish or display information, rumors, disparaging portrayals or any other information which is known to be false or misleading.
- Using the network for commercial purposes or personal purposes which are not consistent with the educational objectives of the district.
- Printing multiple copies for personal use.

Students who engage in these or similar activities may be subject to disciplinary measures, including but not limited to, loss of access, detention, suspension, notification of legal authorities, monetary restitution, and/or expulsion.

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

### ***Hallways***

In the hallways, students are to:

1. WALK, not run,
2. TALK, not shout,
3. YIELD, not push through,
4. BE CONSIDERATE, not roughhouse.

Hallways and locker areas should remain open and uncluttered at all times. Coats, book bags, and other student possessions cluttering these areas make it dangerous to safely evacuate the building in an emergency, create a fire hazard, and make it difficult to get to storage rooms. Students are to store their things in their lockers until the end of the day.

### ***Thefts and Vandalism***

Besides being illegal, stealing or abusing the property of others is wrong and it can be very upsetting to the victim. Taking and hiding something from someone, even if it is just intended to tease, can be very upsetting too. The school will do everything it possibly can to insure against theft and vandalism and to deal with it when it occurs. However, whether school property or personal property is involved, the ultimate responsibility for a student's articles belongs to the student. THE SCHOOL IS NOT RESPONSIBLE FOR ANY SUCH LOSSES.

Students who apparently have lost items or have had them stolen are encouraged to report the incident to the administration at once. Likewise, students who see some type of vandalism to school property are encouraged to report it at once. In these cases, the sooner an incident is reported, the sooner it can be investigated.

### ***Open Night***

Wednesday evening has been designated as "Open Night". This night has been set aside for the activities other than those of the school, so no school activities are to be scheduled on Wednesdays without the permission of the administration. The building will be closed to all students at 6:00 p.m. each Wednesday night throughout the school year.

### ***Video Cameras in the Classroom***

A video camera occasionally may be set up in a classroom. While it's usual purpose will be to tape a lesson or record a student project, if it records student misbehavior, that recording may be used in assigning a discipline consequence.

### ***Homeless Policy***

The South Central Calhoun Middle School is committed to meeting the education needs of all students, including those who are homeless. Homeless children include a child or youth from the age of 3 years through 21 years who lack a fixed, regular, and adequate nighttime residence and includes the following:

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

If your family or a family you know is living under these circumstances, please contact the Superintendent's office at 712-297-7341. Homeless children and youth have the right and requirements to be enrolled in school and the district will also help families access the social services they may need.

## ***School Song***

### **Titan Loyalty:**

Titans, Titans all cheer for thee,  
To our colors loyal are we.  
Strong, united, victorious to be  
Rah, Rah, Rah, for SCC  
Titans, Titans, loyalty,  
Onward to Victory!!!

It is the policy of the South Central Calhoun Community School Districts not to illegally 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 the districts' Equity Coordinator Wendi Geno, 1000 Tonawanda, Rockwell City, IA 50579, 712-297-7222, [wgeno@scc.k12.ia.us](mailto:wgeno@scc.k12.ia.us).

SOUTH CENTRAL CALHOUN  
Board of Education

Approved: 12/17/07

Reviewed: 08/14/17

Revised: 05/21/12

**Policy: 105**

**ANTI-BULLYING/HARASSMENT POLICY**

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or 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. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying

or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another 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, exclusion from school grounds.

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

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

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, and a copy shall be made to any person at the Central Administrative Office at 1000 Tonawanda Rockwell City, IA 50579 or Central Administrative Office at 709 W. Main Street Lake City, IA 50579

Legal Reference: 20 U.S.C. §§ 1221-1234i (2004)  
29 U.S. C. §§ 794-(1994)  
42 U.S.C. §§ 2000d-2000d-7 (2004)  
42 U.S. C §§ 12001 *et, seq*, (2004)  
Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup>  
General Assembly, (2007).

Iowa Code §§ 216.9, 280.3 (2011)  
281 I.A.C. 12.3 (6)

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
506 Student Records.

**SOUTH CENTRAL CALHOUN**  
**Board of Education**

Approved: 12/17/07

Reviewed: 08/14/17

Revised:

105.1

### ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individual who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor, or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

#### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Building Principal, the designated investigator. The alternate investigator is the Superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

#### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principals. The investigator will provide a copy of the findings of the investigation to the principal.

#### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

#### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Approved: 12/17/07

Reviewed: 08/14/17

Revised:

105.2

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant:

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Position of Complainant:

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Name of Student or Employee Target:

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Date of Complaint:

---

Name of Alleged Harasser or Bully:

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Date and Place of Incident or Incidents:

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Nature of Discrimination or Harassment Alleged (Check All That Apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-Economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Reference	<input type="checkbox"/>	Other-Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of Misconduct:

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Name of Witnesses (if any):

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Evidence of Harassment or Bullying, i.e. Letters, Photos, etc. (attach evidence if possible):

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Any Other Information:

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

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Date:

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Approved: 12/17/07

Reviewed: 08/14/17

Revised:

105.3

ANTI-BULLYING/HARASSEMENT WITNESS DISCLOSURE FORM

Name of Witness:

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Position of Witness:

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Date of Testimony, Interview:

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Description of Incident Witnessed:

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Any Other Information:

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

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Date:

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Approved: 12/17/07 Reviewed: 08/14/17

Revised:

105.4

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of  
Complaint: \_\_\_\_\_  
\_\_\_\_\_

Name of Student or Employee  
Target: \_\_\_\_\_

Grade and Building of Student or  
Employee: \_\_\_\_\_

Name and Position of Grade of Alleged  
Perpetrator/Respondent: \_\_\_\_\_

Date of Initial  
Complaint: \_\_\_\_\_  
\_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

	Age	Physical Attribute	Sex
	Disability	Physical/Mental Ability	Sexual Orientation
	Familial Status	Political Belief	Socio-Economic Background
	Gender Identity	Political Party Reference	Other-Please Specify:
	Marital Status	Race/Color	
	National Origin/Ethnic Background/Ancestry	Religion/Creed	

Summary of  
Investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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

## **Information sharing — interagency agreements.**

### **Iowa Code 280.25**

1. The board of directors of each public school and the authorities in charge of each accredited nonpublic school shall adopt a policy and the superintendent of each public school shall adopt rules which provide that the school district or school may share information contained within a student's permanent record pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system. These agencies include, but are not limited to, juvenile court services, the department of human services, and local law enforcement authorities. The disclosure of information shall be directly related to the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are being released.
2. The purpose of the agreement shall be to reduce juvenile crime by promoting cooperation and collaboration and the sharing of appropriate information among the parties in a joint effort to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.
3. Information shared under the agreement shall be used solely for determining the programs and services appropriate to the needs of the juvenile or the juvenile's family, or coordinating the delivery of programs and services to the juvenile or the juvenile's family.
4. Information shared by the school district or school under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
5. Information shared by another party to the agreement with a school district or school pursuant to an interagency agreement shall not be used as a basis for a school disciplinary action against a student.
6. The interagency agreement shall provide, and each signatory agency to the agreement shall certify in the agreement, that confidential information shared

among the parties to the agreement shall remain confidential and shall not be shared with any other person, school, school district, or agency, unless otherwise provided by law.

7. Juvenile court social records may be disclosed in accordance with section 232.147, subsection 9.
  
8. A school or school district entering into an interagency agreement under this section shall adopt a policy implementing the provisions of the interagency agreement. The policy shall include, but not be limited to, the provisions of the interagency agreement and the procedures to be used by the school or school district to share information from the student's permanent record with participating agencies. The policy shall be published in the student handbook.