

**2020-21**  
**South Central Calhoun High School**

**Parent/Student Handbook**



## **Table of Contents**

- Introduction - 2
- Definitions—3
- Jurisdictional Statement—3

### **District Section**

#### **Attendance Policy**

- Philosophy—4
- Excused Absences—4
- Family Vacations—4
- Unexcused Absences—4
- Tardiness—4
- Extra-Curricular Activities—4
- Truancy/Unexcused Absence—4-5
- Procedures of Notification/Verification—5
- Excessive Excused Absences—5
- Excessive Unexcused Absences—5

#### **Notifications**

- Abuse of Students by School Employees—5-6
- Acceptable Use of Technology Policy—6
- Other Technology Related Issues—6-7
- Sexting—7
- Asbestos—7
- At-Risk Team—7
- Custody—7
- Multicultural/Nonsexist Policy—7
- Open Enrollment—7
- Residence—7
- Student Insurance—7
- Student Records—7-8
- Student Directory Information—8
- Waiver of Student Book Fees—8

#### **Routine Procedures**

- Activity Calendars—8
- Activity Tickets—8
- Arrival and Departure—8
- Change of Residence—8
- Community Relations—8
- Concerns and Complaints—8
- Health Services—9
- Visitors—10
- Weather Information—10

#### **Student Conduct**

- Philosophy—10
- Bus Behavior—10
- Dress and Appearance—10-11
- Freedom of Expression—11
- Harassment—11-12
- Library—12
- Lockers and Searches—12-13
- Student Publications—13
- Weapons at School—13

### **High School Section**

- High School Staff—14
- Cheating—14
- District Wide Assessments (ISASP Testing)—14
- Scheduling Changes & Dropping Courses—14
- Grading Policies—15
- Graduation Requirements—15
- Early Graduation—15
- Honor Roll—15
- P.E. and Health Class Exemptions—15-16

- Career Planning—16
- Post-Secondary Enrollment Options Act—16
- Concurrent Enrollment—16
- Choices & Bridges—16
- Experience on the Job—16
- Extra-curricular Activities—16-17
- Initiation—17
- National Honor Society—17
- Students as Spectators—17
- Student Council—17

#### **Routine Procedures**

- Announcements—17
- Assemblies—17
- Bell Schedule—17
- Use of Handheld Tech. Devices, Cell Phones—17-18
- Class Dues—18
- Dances—18
- Electronic Devices—18
- Fire & Tornado Drills—18
- Food/Pop/Gum/Candy in Classroom—18
- Guidance and Counseling—18
- Guided Study Hall—18
- Gym Rules—18
- Hall Passes—19
- Hallway Traffic—19
- Internet—19
- Library—19
- Food Service Program—19
- Lunch—19-20
- Open Campus Privileges—20
- Parking Regulations—19-20
- Junior/Senior Prom—20
- School Sponsored Overnight Trip Policy—20
- Study Hall—20
- Tardiness—20
- Technology—21
- Telephone Use—21
- Textbooks and Library Books (Responsibility, Repair, Replacement)—21
- Towels—21
- Vending Machines—21
- Student Conduct—21
- Disciplinary Measures—21-22
- Corrective Isolation—22
- Detention—22
- Temporary Removal from the Classroom—22
- Suspension—22
- Make-Up Procedure for Suspended Students—22-23
- Expulsion—23

#### **Good Conduct Rule**

- Statement of Philosophy—23
- Violations Level I & II—23
- Penalties Level I & II—23-24
- Reduction of Penalty—24
- Appeal Process—24
- Academic Consequences—24

#### **Scholarship Rule**

- Student Academic Eligibility for Athletic Activities—25
- Academic Eligibility—25
- Athletic Starting Dates—26
- Student Eligibility for Activities for Fine Arts—26

## INTRODUCTION

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

Naturally, there are rules and regulations, 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 Community School District. All policies are 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.

Randy Martin

SCC High School Principal

Charles Osgood wrote the following poem. It comes from "The Osgood File," ©1986, CBS Inc.

There once was a pretty good student, who sat  
in a pretty good class and was taught by a by a  
pretty good teacher, who always let pretty good  
pass.

He wasn't terrific at reading, he wasn't a whiz-  
bang at math, but for him, education was  
leading straight down a pretty good path.

He didn't find school too exciting, but he  
wanted to do pretty well, and he did have some  
trouble with writing, and nobody had taught  
him to spell.

When doing arithmetic problems, pretty good  
was regarded as fine. Five plus five didn't  
always add up to 10; a pretty good answer was  
nine.

The pretty good class that he sat in was part of a  
pretty good school. And the student was not an  
exception; on the contrary, he was the rule.

The pretty good school that he went to was  
there in a pretty good town.

And nobody there seemed to notice he could  
not tell a verb from a noun.

The pretty good student in fact was part of a  
pretty good mob.

And the first time he knew what he lacked was  
when he looked for a pretty good job. It was  
then, when he sought a position, he discovered  
that life could be tough. And he soon had a  
sneaky suspicion pretty good might not be good  
enough.

The pretty good town in our story was part of a  
pretty good state, which had pretty good  
aspirations, and prayed for a pretty good fate.

There once was a pretty good nation, pretty  
proud of the greatness it had, which learned  
much too late, if you want to be great, pretty  
good is, in fact, pretty bad.

## **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means the individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within 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 districts buildings. The term "school activities" means school-sponsored or school approved, whether they are an event or an activity, or 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 objective 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 and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if good order, efficient management or 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 comply with and abide by the school district's policies, rules, and regulations. Students may be disciplined for conduct which disrupts or interferes with the education program; which disrupts the orderly or efficient operation of the school district or school activities; which disrupts the rights of other students to obtain their education or to participate in school activities; or which interrupts the maintenance of disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities. 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 high school.

# District Section

## ATTENDANCE POLICY

### Philosophy

It is the educational philosophy of South Central Calhoun Community Schools that regular attendance at school by all students is essential to student learning and cannot be duplicated by other methods. Students are unable to obtain the opportunity to reach their maximum potential from the educational program offered without regularly attending scheduled classes and activities. Consequently, stakeholders of our schools expect that students shall be in attendance at scheduled classes and activities for a minimum of one hundred eighty (180) days per academic year and ninety (90) days per semester.

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.

## Absences

### Excused Absences

The school determines whether an absence is excused or unexcused. Factors the school may use to determine excused absences include, but are not limited to the following:

1. Personal illness or injury.
2. Student appointments with doctor, dentist or attorney (when they cannot be scheduled at other times.)
3. Serious illness, death or serious accident in the immediate family or household.
4. School field trips or other approved school activities.
5. State events as a participant or spectator for events in which South Central Calhoun students are participating.
6. Recognized religious observances.
7. Working for parents.
8. Bereavement
9. Family Vacations (up to five (5) days per school year). (Advanced Makeup REQUIRED)
10. College Visits (total of five (5) beginning with the junior year). (Advanced Makeup REQUIRED)
11. Court appearances, counseling, or visits to a probation officer.

In the event that the principal determines that it is advisable to verify an excuse given for an absence, the principal may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the principal may treat those instances of absence as unexcused; as well as, impose disciplinary consequences as deemed appropriate.

### Family Vacations

Family vacations may be excused absences if prior approval is obtained from the principal. Generally, for students with acceptable grades and attendance, family vacations will be excused absences.

### Unexcused Absences

Absences from school or class(es) which may be treated as unexcused absences; include, but are not limited to the following:

1. Shopping
2. Hunting
3. Concerts
4. Preparation or participating in parties or other celebrations
5. Employment (not working for parents)
6. Personal appointment (ex: haircut, tanning)
7. Senior Pictures (more than ½ day)
8. State event when neither the student nor South Central Calhoun participates.
9. Driver's License or Learners Permit
10. Vacation day(s) not with family

*No credit may be given for any assignments, quizzes, tests, or participation in class due to an unexcused absence.*

### Tardiness

Tardiness to class or school *may* be handled in the following manner:

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

Students will start each semester with a clean slate. (If a student is more than ten (10) minutes late, this *may* count as an absence for the class.)

### Extra-Curricular Activities

Students participating in school activities must be in school the entire day in order to practice or participate in a school activity.

If an acceptable reason is presented, this rule may be waived by the administration.

### Truancy/Unexcused Absence

Truancy is an unexcused absence, the circumstances of which, in the judgment of district administration, indicate the student and/or parent has deliberately determined the student will not attend school in violation of state laws governing school attendance.

In addition to consequences to the student resulting from an unexcused absence, the administration may report the truancy to the county attorney for appropriate action.

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.

Students may be subject to disciplinary action for truancy including but not limited to suspension and/or expulsion.

### **Procedures of Notification/Verification**

Parents/guardians are asked to notify the principal's office on the day of an absence prior to 8:30 a.m. or as soon as possible on that day. If notification is not received, the office will attempt to contact the parents.

If the school received a phone call or the parents are contacted, then upon returning to school, the student will need to pick up an admit slip in the office by 8:20 a.m. to be signed by the student's teachers on this day.

If the school did not receive a phone call after an absence, the student must bring a note to the office signed by the student's parent/guardian OR from the doctor with the following information:

1. Name of student
2. The date the student missed school
3. The reason for the absence

An admit slip should be obtained from the office by 8:20 a.m. after an absence.

Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. It is the student's responsibility to give each teacher an admit slip for their assignment(s). A student who misses a pre-scheduled test, lab, assignment, etc. is to make up the work as soon as they return to class.

If no phone call or written notification is received in the office within two (2) school days, the absence *may* be unexcused. If medical certification is required, or if the principal requires other verification, it is the student's responsibility to provide such written verification. If verification is required and not supplied, the absence *may* be unexcused.

Students who know they will be absent must notify the office prior to the absence and pick up an advanced make-up slip. The student must make arrangements with their teachers in advance to make up schoolwork. Failure to do so may result in a student not receiving full assessment points for the schoolwork due or completed on that day. If the student does not attend for the stated purpose on the advanced make-up slip, they are expected to be in school. If the student is not in school, they may be subject to disciplinary action.

Students who need to leave during the school day must bring a note signed from their parent/guardian to the office before 8:25 a.m.; or have their parent/guardian telephone the office; or have their parent/guardian pick them up in

the office. The student will receive a pass to leave at the time indicated and then check out in the office when leaving the building.

In the case of an extended absence of three (3) 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 by the administration.

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 the teacher when the work is to be completed.

Anytime the student arrives after the first period bell, the student must sign in at the office. If a bus is late, the tardy will not be counted on the record; however, a pass or admit from the office is needed to be admitted to the classroom. If you are tardy, bring a note of explanation from home, or have your parents call the office and explain the reason for the tardiness.

### **Excessive Excused Absences**

The school may contact the parents after the eighth absence of a semester.

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**

When a student has more than five (5) unexcused absences in a class during a single semester, parents/guardians *may* be notified and the following sanctions *may* apply:

- 0's *may* be given for class work or test scores for each day of unexcused absence.
- Whenever a student has more than five (5) unexcused absences in a class during a single semester, the student may receive no credit in that class.

## **Notifications**

### **Abuse of Students by School 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 an independent investigator to look into the allegations. The school district has designated Guidance Counselor and School Nurse as the Level I investigators. The investigators can be contacted at 464-7211.

Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four (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 purposes 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, intentional sexual behavior, as well as sexual harassment.

### 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 to NOT 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.

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.

### Other technology related issues

In light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in a violation of the Good Conduct Rule. Such violations may include, but are not limited to: the inappropriate use of computers, cell phone, texting, e-mails, social networking sites (Facebook, MySpace, Twitter, etc.) to transmit, post, or otherwise communicate speech that the school deems as harassing, threatening, lewd or obscene; and/or, the transmission, posting, or other communication of photographs or other images or information that provides a basis that the student has violated some other portion of the Good Conduct Rule,

to include, but not limited to, the student's use of alcohol or tobacco. These actions ARE NOT representative of the educational values of citizenship, character, and integrity espoused by our school.

### **Sexting**

Sexting refers to an act of sending sexually explicit materials through mobile phones. The word is derived from the combination of two terms sex and texting.

Students need to keep in mind:

- That once something is on the Internet, it is there permanently.
- It is a state and federal crime to capture, transmit, or even possess a pornographic photo or video of a minor (even yourself).
- Snapchat does not prevent someone from taking an actual photo of the screen if a student sends a nude photo.
- Assume that all nude photos will become public.
- This would likely also cause an athletic to lose a scholarship offer from a college/university or offer to participate on a collegiate team.
- This may result in a violation of the Good Conduct Rule.

### **Asbestos**

The school district facilities have been inspected by a certified asbestos inspector as required by Asbestos Hazard Emergency Response Act of 1986. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

### **At-Risk Team**

The School District has a plan to serve at-risk students throughout the school system. This commitment is addressed through a team of staff members who meet and assist students at each of the buildings. A student or parent with concerns should contact the principal, counselor, or classroom teacher to initiate assistance.

### **Custody**

In most cases, when parents are divorced, both parents continue to have equal rights where the children are concerned.

If one parent has a court order that limits the rights of the other parent in matters such as custody or visitation, that parent should bring a copy to the principal's office. Unless

the court order is on file with the school, it is mandatory to provide equal rights to both parents.

### **Multicultural/Nonsexist Policy**

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).

Inquiries or grievances related to this policy may be directed to: Superintendent of Schools, 712-464-7210; ELP-3 Elementary Principal, 712-297-8621; Middle School Counselor, 712-297-8111; High School Counselor, 712-464-7211, 4-8 Principal, 712-297-8111, or 9-12 Principal, 712-464-7211; or to the Director of the Iowa Civil Rights Commission, Des Moines, IA; the Director of Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Avenue, Suite 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.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1<sup>st</sup> of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent of Schools for information and forms.

### **Residence**

The legal residence of all students will be considered to be that of each student's parent or guardian unless the student is over 18, living apart from the parent or guardian, and not be financially supported by their parent/guardian.

### **Student Insurance**

Student insurance is available through Mid-Iowa Insurance Co. of Lake City. Renee Stauter is the agent and may be contacted at 712-464-3144. Any claims are to be filed through Mid-Iowa Insurance Co.

### **Student 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. The school districts will follow the provisions as set forth in the Family Education Rights and Privacy Act of 1974. The

parents/guardians of students attending the South Central Calhoun Schools and students who have reached the age of eighteen (18) have the right to “inspect and review any and all official records, files, data, directly related to [that] student, including materials that is incorporated into [the] student’s cumulative record folder.”

A complete student record is readily available for parents/guardians or students who have reached the age of eighteen (18) for inspection in the school office, and a copy of these records will be made for a nominal charge.

### **Student Directory Information**

Student directory information is released without parental permission unless the parent asks the school district not to release it. Directory information includes: 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, and heights and weights of athletes. Parent/guardians who do not wish to have the student’s name and address released must notify the principal’s office of this request in writing prior to September 15 of each school year.

### **Waiver of Student Book Fees**

A student shall be granted a waiver of the book fees charged if the student or student’s family meets the financial eligibility guidelines for free meals as determined by the Federal School Lunch Program. At registration the student or student’s parents need to pick up a waiver form and return to school with the appropriate documentation indicated on the waiver.

A student or a student’s family that qualifies for reduced price lunches under the Federal School Lunch Program financial guidelines will qualify to have their student book fees reduced. A waiver will need to be completed and returned to school for this reduced rate.

## **Routine Procedures**

### **Activity Calendars**

Calendars which have listed on them all of the activities that are scheduled for the school year are available at registration. Throughout the school year events are added or rescheduled. The most current calendar is published on the district website.

### **Activity Tickets**

Activity tickets will be available to students and adults at the rate established each year by the Board of Directors. The activity ticket is admission to all athletic contests, plays, and other activities in which South Central Calhoun students participate.

For activities not sponsored by the district (such as conference-sponsored, IHSAA, and IGHS AU activities), local activity tickets will not be honored. Activity tickets will be available at registration and in the building offices.

### **Arrival and Departure**

Supervision is available at school at these times:

- For Elementary Students – 7:45 a.m. to 3:45 p.m.
- For Middle School- 7:45-3:45 p.m.
- For HS Students – 7:45 a.m. to 3:45 p.m.

Therefore, students are to be in the building only during these times unless:

- they are participating in a supervised activity;
- they have a pre-arranged appointment with an instructor;
- they have been asked to arrive early or stay late for administrative or disciplinary reasons.

### **Change of Residence**

Parents/guardians are asked to notify the school in advance of a planned move from the South Central Calhoun Community School District and the anticipated last date of attendance for the student. This procedure will allow for the timely collection of textbooks and materials as well as to complete any details that will help make a smooth, efficient transfer to the new school.

Upon enrollment in the new district, the parent/guardian may need to sign a release of records form, and when this form is received in the South Central Calhoun Community District, the student’s records will be forwarded to the new school. Student records will not be given to parents/guardians when a student transfers. Book rental refunds will only be made for students who transfer during the first semester.

### **Community Relations**

The faculty and staff recognize that the school needs to reflect the attitudes of the community. As such, religious activities will not be promoted in the school system without an underlying educational justification. Any study of religious beliefs or lifestyles which differ significantly from the norms of the community will have a carefully constructed educational purpose AND will be under the supervision and control of the classroom teacher at all times.

### **Concerns and Complaints**

Anyone who has a concern or complaint is invited to address it through the following process:

1. Discuss the matter with the person directly involved.
2. If the matter is not resolved, discuss it with the building principal.
3. If the matter is still unresolved, discuss it with the superintendent (464-7210).
4. If, after having exhausted the above means, there is no resolution, talk with the superintendent about how to bring the matter to the attention of the Board of Education.

# Health Services

## Health Services

School nurses are employed to serve all buildings in the South Central Calhoun Community School Districts on a part-time basis. Therefore, the services of school nurses will not be available all day at each building. The school nurses will establish a general daily schedule at the start of the school year, but the schedule may be adjusted to conform to needs within the buildings, such as health projects, early childhood health screenings, and similar situations.

The school nurses serve students on school-related matters; provide supplementary instruction in specific classes, and counsel students and parents who may have health concerns. The nurses do NOT replace the family physician. Students who become injured or ill at home should be taken to the family doctor for any necessary medical care.

## Communicable Diseases

Students with contagious diseases are to be excluded from school for the period of time that the condition may endanger the health of others. A signed permit from a licensed health practitioner may be required for re-entry if so designated by the superintendent or official designee.

Due to the OSHA rulings on blood borne pathogens, such as Hepatitis B, HIV, and others, the staff will comply with universal precautions, (such as wearing gloves) for the protection of both employees and students.

## Injuries and Illness at School

Students who become ill or are injured at school should report the illness/injury to school staff at once. Whenever possible, parents/guardians will be notified by phone, and instructions requested as to how the situation should be handled. When the parent/guardian has no phone or cannot be reached, the ill or injured student will be transported home, to the hospital, or to the doctor's office by a member of the school staff.

In cases of emergency, the student shall be transported to a hospital or to a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the emergency information card in the office will be contacted

The school staff will give first aid treatment if necessary, but other medical treatment will be at the parent's expense.

Students should not be sent to school when they "may be coming down" with an illness. If a student has a fever of one (1) degree or more above his/her regular temperature, parents/guardians or the person's authorized as emergency contacts, will be notified to pick up the student. The school nurse advises that students should not be sent to school for a period of twenty-four (24) hours after a fever has subsided.

## Medication

Administering medicine at school is discouraged.

However, it is understood that there are times when this is necessary, and for these circumstances the following rules will apply, as per state recommendations and in agreement with our local physicians:

1. If a medication is ordered "qid" (4 times daily) or prescribed by the physician to be given at a specific time, the student's physician must provide written orders detailing diagnosis, dosage of medicine, and times when medicine should be administered.
2. The parent or guardian must provide a written request and permission for the school to administer the medicine.
3. The student or parent must bring the medicine to school in a container appropriately labeled by the pharmacy or physician.
4. The school nurse is designated to administer the medicine. When a nurse is unavailable, the person designated to administer medicine will be the principal or a school secretary.
5. Medicines will be stored as directed by the principal.
6. If medication is ordered "tid" (3 times daily), it should be given before school, immediately after school, and at bedtime.
7. School personnel will communicate regularly with parents and physicians about any problems or effects of administering medicine to students during school hours.
8. In an emergency, parents/guardians will be notified as quickly as possible. Current home and work phone numbers are to be maintained in the school office with parents notifying school officials when changes in phone numbers occur.
9. No medicines, including Tylenol, ointments, cold tablets, and other similar medicines, will be administered to students without written permission of the parent/guardian or a physician and oral confirmation at the time of administration.
10. 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.
11. 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.

Other rules designed to assure proper administration of medicines may be developed as needed, and such changes in rules will be distributed to parents and students.

## **Visitors**

All visitors to the high school building in Lake City are asked to first register in the principal's office on the second floor.

Parents are most welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe the student's performance in classroom learning situation. To make these visits worthwhile, the school suggests that parents/guardians should make their visits after the first two (2) weeks of school and before the last two (2) weeks of school. An adult should always accompany preschool children. Students from other schools will be allowed to visit the school, if the following stipulations are met:

1. Permission is obtained from the building principal prior to the visit.
2. Permission from the teachers' involved is obtained prior to the visit.

While a guest in our school, visiting students are expected to maintain appropriate conduct and follow school rules.

## **Weather Information**

School closings or delayed classes due to road and weather conditions may be heard on the following stations:

Radio Stations in Carroll  
1380 AM, 106.7 FM, 93.7 FM  
Radio Stations in Fort Dodge  
94.5 FM, 96.9 FM, 105.9 FM, 540 AM

TV Stations in Des Moines  
Local Channels, 5,8,13

At times, school may be delayed one (1) or two (2) hours while conditions are monitored. Patrons are asked to listen to the radio and not call the school or school officials at home. The phone lines must remain open to contact radio stations and bus drivers. *WHEN SCHOOL STARTS LATE OR IS DISMISSED EARLY BECAUSE OF WEATHER, ALL PRACTICES, REHEARSALS AND OTHER ACTIVITIES ARE CANCELLED.* Students are to ride their regular route buses home.

# **Student Conduct**

## **Philosophy**

All South Central Calhoun students are responsible for their own actions. To succeed, discipline must ultimately be self-discipline. Where a student is not capable of exercising appropriate self-discipline, the school imposes sanctions in order to help that student learn to place appropriate limits on behavior.

## **Bus Behavior**

While the school district is obligated to provide transportation for students who meet the requirements of

the law, students must abide by the following rules established for the safety of all who are on the bus – both riders and the bus driver.

## **Before getting on the bus, students MUST:**

- Walk to the bus stop. Leave home early enough to arrive at the bus stop on time.
- Wait for the bus in a safe place – well off the roadway.
- Be patient and considerate of others while waiting.
- Wait until the bus comes to a complete stop and the door has been opened before boarding the bus.
- Enter the bus in an orderly manner and take a seat.

## **At all times, the bus driver is in charge and is responsible for the safety of all students. Students riding the bus MUST:**

- Use appropriate language.
- Follow the rules of the bus driver.
- Be courteous to other students.
- Remain seated while the bus is in motion.
- Keep head and arms inside the bus.
- Keep aisles clear.
- Treat bus equipment as they would treat valuable furniture at home.
- Allow other students to sit in the seat next to them.
- Regard safety as the number one priority for the bus and other students.
- Not talk or laugh loudly.
- Not throw objects about in the bus or out the window.

## **When leaving the bus students MUST:**

- Be alert to traffic.
- Be alert to a danger signal from the driver.

## **Consequences of Misbehavior on the Bus**

Failure to follow the rules on the school bus will not be tolerated. Bus drivers will provide written reports to the building principal on bus incidents. Consequences for bus misconduct will be determined by the building principal and may include: detention given, suspension from riding the bus for one (1) to ten (10) days, or permanent removal (expulsion) from riding the bus following warnings and notification. Serious misbehavior on the bus may be cause for punishment up to and including suspension or expulsion from school.

## **Dress and Appearance**

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 includes, 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.

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right to freedom of expression. Since student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, however, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **Harassment**

The South Central Calhoun Community School Board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual perceived traits or characteristics: 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 race, color, creed, sex, sexual orientation, national origin, religion, age, or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including exclusion from the school grounds.

Harassment and bullying may include electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates and 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 ability to participate in or benefit from the services, or privileges provided by the 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, page service, cell phones, text messaging, or similar technologies.

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 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:
  1. What, when and where it happened.
  2. Who was involved.
  3. Exactly what was said or what the harasser did.
  4. Witnesses to the harassment. What the student said or did, either at the time or later.
  5. How the student felt.
  6. How the harasser responded.

### **Library**

The South Central Calhoun libraries are under the direction of the Teacher-Librarian and the Library Associates. The approximately 10,000 holdings at the TK-3 building, 10,000 holdings at the 4-8 building and just over 6,000 holdings at the 9-12 building include books, periodicals, audio and video materials and AV equipment. The libraries are fully automated and the catalog, along with access to subscription databases, is available through the South Central Calhoun library webpage. The services and collections of the Prairie Lakes Area Education Agency are also available.

The mission of the South Central Calhoun Library is to play a vital role in providing the students and staff with access to information and ideas. The library program strives to ensure equity and freedom of access to information and ideas. Furthermore the library strives to provide a current collection of adequate size to meet the instructional and informational needs of the students and staff as well as leisure reading needs of the students. The library program provides leadership and opportunities for the infusion of information technologies into the total instructional program. Through integrated instruction the students will acquire abilities to identify, locate, apply, synthesize, and evaluate the resources and strategies available to them. With these skills and abilities students will become adaptive and productive citizens in a complex global society.

### **Lockers and Searches**

Students are provided with lockers in which to store books and other school related materials. Students are to use the locker assigned to them until and unless approval to use a different locker is secured from the principal or the principal's secretary. This approval is not difficult to secure; however, changes normally will not be approved after the first two (2) weeks of school unless there is an appropriate reason. The principal reserves the right to make locker changes in the best interest of the students.

At the high school building, existing locks on hall lockers have been rendered inoperable because of the number of students who prefer not to lock them. If a student wishes to lock their locker s/he may obtain a padlock by making a deposit of \$5.00 in the office. When the lock is returned in good condition, the deposit will be refunded. No other locks are to be placed on the lockers.

As stated in Board Policy lockers are the property of the school. As such, all lockers or a random number of lockers are subject to periodic inspections and searches by school authorities without additional prior notice.

If school officials identify any item of contraband in a periodic inspection of school lockers, appropriate disciplinary action will be taken. Items, which are illegal to possess, will be turned over to the proper authorities. Items of contraband may include, but are not limited to, nonprescription controlled substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property.

In order to protect and promote the educational environment, an administrator or teacher who reasonably believes that a locker contains items of contraband, may conduct a search of the locker.

Anytime an individual student's locker is searched for contraband, the parents/guardians of the student shall be notified in writing within two (2) business days of the search. The basis of the search, the reasons for the search, and results of the search shall be included in the notice.

Except in emergency situations, school employees shall not assist law enforcement officers in the search of student lockers without a direct, clear command or written order from the court to do so. A bomb threat would be an example of an emergency situation.

According to Board Policy school officials may not use drug sniffing animals to search a student's body. A search of a student's body using a drug-sniffing animal may only be conducted by a peace officer and is governed by statutory and common law requirements for police searches.

School officials may use drug-sniffing animals to conduct periodic inspections of school lockers. The use of drug sniffing animals to conduct periodic inspections of school

lockers does not require either reasonable and articulable suspicion that a criminal offense or a school rule or regulation bearing on school order has been violated or reasonable and articulable suspicion that the search will produce evidence of such violation.

School officials may use drug sniffing animals to conduct a search of clothing worn or carried by a student; a student's purse, briefcase, duffel bag, book bag, knapsack, or any other container used by a student for holding or carrying personal belongings; desks and any other space or facility issued to, assigned to, or chosen by students for the storage of their personal belongings; student work areas; and vehicles of any kind belonging to or used by students.

### **Student Publications**

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

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

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should contact the building principal.

### **Weapons at School**

Weapons and other dangerous objects are not allowed at school or on the school grounds. Parents of students found to possess weapons or dangerous objects on school property shall be notified of the incident. Such objects will be confiscated and reported to law enforcement officials. Board Policy states that students who bring weapons or dangerous objects onto school property shall be expelled for not less than twelve (12) months.

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.

A student who brings weapons or use dangerous objects on school property shall be expelled for not less than twelve (12) months. Students bringing any other form of a weapon or possessing any other form of a weapon as defined in Iowa code may be expelled for a period of time determined by the Board of Education upon recommendation of the superintendent. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The behavior, which led to the possession of the weapon or other dangerous object(s) at school, can be a factor.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

The normal policy used for suspending and expelling a student will be followed, including all due process rights.

The school administration will work with the student and student's parents' in attempting to provide for the student education while under suspension or expulsion. The administration will develop a re-entry plan for the student following the suspension/expulsion.

# High School Section

## High School Staff

### Phone 712-464-7211

Principal:	Randy Martin
Secretary:	Becky Green
Custodians:	Kyle Lenz Melissa Miller Boyd Saliger
Nutrition Staff:	TBA
Associates:	Barb Blair Terresa Knapp Cathy Russom
Nurse/Health Occ.:	Holly Hildreth
Librarian/Teacher:	Alexis Hardiman

### HS Teachers

English:	Amber Bruder
Ag. Ed.:	Matt Carlson
P.E./Health:	Bryan Case
Math:	Clive Clark
Art:	Deanna Daiker
Science:	Becky Davis
Business Tech:	Brady Dicks
Social Studies:	Courtland Ellis
Sp. Ed.:	Karen Gorden
Sp. Ed:	Kelly Gross
Social Studies:	Rick Handlos
Guidance:	Brian Knapp
Fam. Cons. Science:	Kristina Krukow
Sp. Ed.:	Nate Lamphier
Ag. Ed.:	Brian Lantz
Alt. School/TAG:	Barb Linn
Spanish:	Alyssa Maske
Vocal Music:	Cayla Morton
English:	Scott Nesbitt
English:	Carol Newland
Science:	John Olson
Instrumental Music:	Tom Plummer
Science/A.D.:	Mark Schaefer
P.E.:	Lance Schultz
Instructional Coach:	Marleta Smith
Math:	Wade Voith
Math:	Donna vonGlan

### **Email Addresses**

First Name Initial, Last Name @ scc.k12.ia.us  
Example: To email Becky Green  
bgreen@scc.k12.ia.us

# Academics

### Cheating

Any student caught cheating may receive a zero (0) for all work he/she is caught cheating on and possibly for all work up to that point if that should be applicable. The student will also lose all eligibility for any academic honors (such as honor roll, top ten, etc.) during the nine (9) week grading period in which the cheating takes place. National Honor Society members will lose all eligibility for academic honors except that their membership in NHS will be dealt with according to the local NHS Chapter Constitution and by-laws. The student will also receive an automatic two (2) hour detention for cheating.

### District Wide Assessments (ISASP Testing)

All students are required to take district wide assessments. Students are expected to try their best to answer each question and to earn a score that is representative of their abilities. Students who pattern mark, cheat, or do not provide their best effort will retake tests under the close supervision of the counselor and/or principal. Students who refuse to retake tests at the request of the administration will be subject to additional disciplinary action.

### Scheduling Changes & Dropping Courses

Students may make changes to their schedules during the first three (3) days of each semester. Students may apply for a schedule change through the counseling office. The principal must approve schedule changes made after the first three (3) days of the semester. Approvals for schedule changes will be given on the merit of each case and will not be automatic.

All students will be required to take five (5) academic courses plus P.E. each semester. The deadline for withdrawing from a course is five (5) school days following the 1<sup>st</sup> and 3<sup>rd</sup> quarter midterm. Dropping any course after the withdraw deadline will result in an "F" for that course. Before any student can withdraw from a course (after the deadline) the student must have the approval of their parents, guidance counselor, the principal, and notification must be made to the specific instructor of that course.

### **Grading Policies**

Each instructor is responsible for determining the criteria upon which to assign grades and for communicating the criteria to the students in their classes.

With the exception of driver's education, which is graded pass/fail; all South Central Calhoun high school courses are used to determine a student's grade point average. The GPA is calculated using the following scale:

A =	4.00 points per credit
A- =	3.67
B+ =	3.33
B =	3.00
B- =	2.67
C+ =	2.33
C =	2.00
C- =	1.67
D+ =	1.33
D =	1.00
D- =	0.67
F =	0.00 (no credit earned)

GPA is calculated by dividing the total points by the total credits. The following example illustrates the process:

English I	1 cr.	B+	3.33 points
Algebra I	1 cr.	A	4.00 points
Wld. Geography	1 cr.	B+	3.33 points
P.E.	.5 cr.	B	1.50 points
Band	1 cr.	A-	3.67 points
Biology	1 cr.	C+	2.33 points
TOTAL	5.5 cr.		18.16 points

18.16 points divided by 5.5 credits = 3.30 GPA

Each instructor will develop and incorporate into his/her grading system a semester project (approved by the principal) or a semester test to be completed at the end of each semester that will provide closure for the course for that semester and will account for between 5% and 20% of the semester grade.

An incomplete (I) is given at the instructor's discretion only when an emergency situation or some pre-arranged circumstance is involved where the student is not able to complete assignments at the regularly scheduled completion date. This work must be made up within one (1) week of the end of the grading period or the student receives an "F" for work still incomplete. At the end of the school year (end of second semester) there is no one (1) week grace period and all work incomplete becomes failing work, although the instructor may petition the principal on behalf of the student if he/she believes that extra time should be given.

It should be noted that the failing grades apply to the specific assignments, quizzes, tests, etc., that are incomplete and not necessarily to the final grade.

### **Graduation Requirements**

Graduation requirements are a minimum of fifty (50) credits are required for graduation from South Central Calhoun High School.

Students will be classified as seniors when they have earned 75% of the minimum credits for graduation and have attended high school for three (3) full years. Students must have 37.5 credits to be considered a senior.

If a student does not fulfill the required credits for graduation they will not receive a signed diploma and will not walk across the stage at graduation.

### **Early Graduation**

As described in Board of Education Policy students have the option of graduating prior to the completion of grade twelve if the course work required for graduation has been completed successfully. In such cases the student must submit a request and secure the approval of the principal, superintendent, and Board of Education at least nine (9) weeks before the expected date.

### **Honor Roll**

SCC students qualify for the Honor Roll based on the following criteria:

AA Honor Roll:	4:00 GPA
A Honor Roll:	3.67-3.99 GPA
B Honor Roll:	3.00-3.66 GPA

### **Physical Education and Health Class Exemptions**

According to Iowa Standards, "A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent/guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs."

### **Opting Out of P.E.**

Students in grades 9 – 12 will be allowed, as per State of Iowa Department of Education rules, to be exempt from or opt out of physical education/personal fitness classes for the following reasons:

### **Grades 9 – 12**

**Religious/Medical Exemption** – Students may be allowed to opt of physical education/personal fitness classes if a written document requesting such action is presented to the high school building administrator prior to the beginning of any semester.

### **Grade 12 Only**

**School to Career/Work Study** – Grade 12 students may be allowed to opt out of physical education/personal fitness if academic courses and student involvement in the district's school-to-career program cause a schedule conflict thus preventing the student from having room to include physical education/personal fitness in his/her schedule.

**Academic Conflict** – Student has an academic schedule conflict that prevents physical education/personal fitness from fitting into his/her schedule.

**Organized Athletic/Activity Programs** – A student may opt out of physical education/personal fitness if they are involved in interscholastic athletic programs and/or activities. **Involvement must last the duration of the entire semester.** Those interscholastic athletic programs include: football, volleyball, cross country, basketball, wrestling, track and field, golf, soccer, and swimming. Activity involvement includes: cheerleading and dance team.

**\*\*\* If a student in grade 12 declares to opt out of physical education/personal fitness for a semester due to activity involvement, but then decides to only be in an activity for part of the semester, the student will be enrolled immediately in physical education/personal fitness and will receive credit proportional to the number of class periods he/she attends for the duration of the semester.**

### **Grades 9 – 11**

9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students are *required* to take physical education and/or personal fitness at least one (1) semester per school year.

**Students in grades 9 – 11 may opt out of physical education/personal fitness for a maximum of one (1) semester per school year under the following exemptions:**

**Options allowed for students in grades 9-11 when considering to opt out of physical education/personal fitness for a maximum of one semester:**

**Organized Athletic/Activity Programs** – A student may opt out of physical education/personal fitness if they are involved in interscholastic athletic programs and/or activities for a maximum of one (1) semester per academic year. **Involvement must last the duration of the entire semester.** Those interscholastic athletic programs include: football, volleyball, cross country, basketball, wrestling, track and field, golf, soccer, and swimming. Activity involvement includes: cheerleading and dance team.

**\*\*\* If a student in grades 9-11 declares to opt out of physical education/personal fitness for a semester due to activity involvement, but then decides to only be in an activity for part of the semester, the student will be enrolled immediately in physical education/personal fitness and will receive credit proportional to the number of class periods he/she attends for the duration of the semester.**

**Academic Exemption** – Academic exemption because of a schedule conflict that cannot be otherwise resolved or a request to take a full schedule of eight (8) academic courses will only be granted for a maximum of one (1) semester per academic year. **However**, the student's parents must submit a written request for such exemption to the South Central Calhoun High School Board of Education for approval. The Board of Education reserves the right to approve/deny any academic exemption requests.

### **Career Planning**

Our school districts are committed to providing its students with the knowledge, skills, and abilities to become responsible, productive citizens. Part of that commitment includes helping students plan for their careers regardless of their intentions following high school.

The school employs a school-to-career coordinator to assist students, parents, and staff in fulfilling the goals of school-to-career.

High School students have a variety of ways to fulfill these goals including:

- All students will formulate an individual career plan based on a career pathway.
- Rigorous classroom learning will challenge all students.
- All students will participate in learning about careers.

### **Post-Secondary Enrollment Options Act**

The legislative act allows some juniors and seniors to attend classes at approved post-secondary institutions under certain conditions. The guidance counselor has detailed information concerning this act.

### **College Courses—Concurrent Enrollment**

High school students taking college course work under a concurrent enrollment agreement will be required to meet two criteria to stay in good academic standing with the college(s). 1) Must earn a cumulative GPA of 2.0 or higher and 2) must satisfactorily complete 67% of credits attempted. Failure to meet either of these two criteria may impact student enrollment and/or financial aid status when enrolling at a college after high school.

### **CHOICES & Bridges**

CHOICES is a state-of-the-art computerized career exploration and planning program which is available through the guidance office. Students are encouraged to contact the guidance office for more information concerning the use of this valuable tool.

### **Bridges**

Visit this program at: [www.bridges.com](http://www.bridges.com)

### **Experience on the Job**

Eleventh and twelfth grade students may learn about their chosen career pathway with actual experience on the job. The experience may take a variety of forms: paid or unpaid, during school hours or outside of school, etc. depending upon the plan the student prepares with the help of the School-to-Career Coordinator.

### **Extracurricular Activities**

Extracurricular activities provide a valuable avenue for enhancing a student's education.

Lessons taught in classrooms are reinforced through these activities and many things can be learned that are not specifically taught in classrooms.

Participation in a wide range of activities is available for students at South Central Calhoun which includes athletics, music, speech, drama, dance team, FFA, and academic competitions. In all activities sportsmanship and fair play is emphasized. We encourage all students to become involved in an activity of his/her choice.

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

**NOTE:** Behavior that makes students unworthy to participate in extracurricular activities can, in some instances, include behaviors which make it necessary to suspend the student from the school building or grounds.

### **Initiation**

There are to be NO initiation or hazing activities of any type conducted by any group at South Central Calhoun High School.

### **National Honor Society**

Election to the National Honor Society signifies the belief of the faculty that the student elected exhibits high standards of scholarship, character, leadership, and community service. All sophomores, juniors, and seniors are eligible for election to the National Honor Society if they have maintained a minimum grade point average of 3.00.

The entire high school faculty votes for those eligible and a faculty committee approves the final list of inductees. Each student who meets the academic criteria will be given a resume to fill out to aid the faculty and the committee in the selection process. Those not returning the resume will be considered not interested in NHS for the current school year. Students are selected for admittance to the National Honor Society each fall.

### **Students as Spectators**

The conduct of a student during an activity reflects the support the student gives and the respect the student has for fellow students and for the school. Along with the opportunities that activities provide, there also are responsibilities. We encourage pride, enthusiasm, and sportsmanship, with the realization that one also must know how to win or lose.

**NOTE:** Gate admission will be required if you are not participating in the activity attending.

### **Student Council**

Student Council is organized within the framework of guidelines adopted by the building principal and faculty representatives.

The function of the Student Council is to provide a channel of communication between students and professional staff of the building. Regulations and policies shall remain the

province of the Board of Education and administration, as per policy, but the student council helps gather information and make proposals. Proposals are considered on their relative merits. Simply making a proposal does not ensure its approval. The student council helps plan and coordinate student activities such as homecoming and dances and in general helps provide positive leadership for the student body.

## **Routine Procedures**

### **Announcements**

Announcements will be e-mailed to each instructor, posted on hallway bulletin boards, and on the South Central Calhoun website ([www.scc.k12.ia.us](http://www.scc.k12.ia.us)) during third period each day. Permission to place announcements in the daily bulletin may be obtained in the principal's office.

### **Assemblies**

At times during the school year, assemblies are planned to enrich the academic, social, and cultural environment of the school. Students are expected to attend assemblies and show the presenters respect and attention.

### **Bell Schedule**

1 <sup>st</sup> Period	8:25 – 9:07
2 <sup>nd</sup> Period	9:11 – 9:53
3 <sup>rd</sup> Period	9:57 – 10:39
4 <sup>th</sup> Period	10:43 – 11:25
5 <sup>th</sup> Period	11:29 – 11:54 (A Lunch)
	11:58 – 12:40 (A Class)
	11:29 – 12:11 (B Class)
	12:15 – 12:40 (B Lunch)
6 <sup>th</sup> Period	12:44 – 1:26
7 <sup>th</sup> Period	1:30 – 2:12
8 <sup>th</sup> Period	2:16 – 2:58
9 <sup>th</sup> Period	3:02 – 3:30 (Guided St. Hall)
Dismissal for RC Shuttle	3:15
High School Dismissal	3:30

Detention is held Monday – Thursday from 3:30-4:30 in the media center. No detention on Friday's.

### **Use of Handheld Technology Devices, Pagers, Cellular Telephones, and Other Devices**

For the purposes of this policy, "Handheld Technology Devices" is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, MP3 players, beepers, walkie talkies, other handheld computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Students may display and use Handheld Technology Devices during passing time between classes, during meal times, and before or after school, provided such Handheld

Technology Devices are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes, or to communicate with a student's parent or guardian. All such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders

Cell phones with cameras and other portable Handheld 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. 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 consent of a teacher, coach, or school administrator.

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

#### **Minor Improper Use of Cell Phone Consequences:**

- **1<sup>st</sup> Offense**—phone confiscated and brought into the office. The phone may be picked up by the student at the end of the school.
- **2<sup>nd</sup> Offense**—phone confiscated and brought into the office. The parents of the student will be contacted to determine how the phone will be returned to the student.
- **3<sup>rd</sup> Offense**—phone confiscated and brought into the office. The student, from this time forward will have to check his/her phone into the office each school day before classes begin. The student may pick up the phone at the end of the school day.

#### **Class Dues**

In the fall, high school students will have a class meeting and vote on how much class dues will be for the year. Dues will need to be paid before the end of the year and the class treasurer will collect and turn them in to the office. A certain percentage of class dues may be used for memorials, if necessary along with items for homecoming and prom activities.

#### **Dances**

Dances are sponsored by various organizations in the school. Permission is obtained from and arrangements made through the principal's office well in advance of the date of the event. Rules to be followed are available through the student council.

#### **Electronic Devices**

The administration encourages students not to bring Ipod's, MP3 players, laser lights, games, or electronic devices, etc. to school. Classroom teachers may allow some electronic devices by students to enhance the learning environment.

#### **Fire and Tornado Drills**

Fire and tornado drills are an integral part of our school's safety program and are held at regular intervals throughout the school year.

**FIRE DRILL:** an intermittent buzzer sound signals a fire drill. Students, with their teacher, will leave the building following the route posted in each room and will remain outside until they hear the all-clear signal.

**TORNADO DRILL:** an intercom announcement will signal a tornado drill. Students, with their teacher, will follow the route posted in each room to the assigned area. It is important to be calm, to walk quickly and quietly to the assigned area, and to stay with their teacher until they hear the all-clear signal.

#### **Food, Pop, Gum, or Candy in the Classroom**

Students will not be allowed to have any food, pop, or candy in the classrooms, lockers, or hallways. However, drinking water and gum are allowed at the teacher's discretion, and under certain circumstances food and drinks may be allowed with administrative approval. Students who violate this policy may receive disciplinary consequences.

#### **Guidance and Counseling**

Guidance and counseling assistance will be available during most of the school day. When the guidance counselor is teaching or working with other students, students needing help may seek assistance from the principal's office.

#### **Guided Study Hall**

The high school offers Guided Study Hall to give all students a quiet study hall at the end of the day to complete/start homework so they will have less to do at home, or to develop their reading skills. It also gives students struggling in a particular class time to work with that particular teacher, instead of trying to arrange time to meet with the teacher before or after school. It is also designed to help students learn and reduce the number of students receiving poor grades.

#### **Gym Rules**

To protect our gym floor, those who use it must wear socks or tennis shoes (not soft-soled or crepe-soled shoes). Shoes that have been worn outside should not be worn in the gym.

The teacher in charge will set standards of behavior in the gym. Behavior likely to result in injury such as throwing balls at high velocity at close range is prohibited.

### **Hall Passes**

Hall passes, located in the student agenda, give the student permission to leave the room to go to the office, to use the phone, to use the restroom, go to the library, etc. A hall pass should be signed not only by the teacher giving it with the time, date, and destination indicated, but also by the teacher/staff member seen by the student.

### **Hallway Traffic**

To provide a safe environment for all, students will pass between classes in an orderly manner so that they are on time for the next class. Unsafe practices such as blocking the hall or stairway, fighting, running, etc. are unacceptable.

Students are not to sit on the hallway floors. They are advised to go to the library or lunchroom before and after school or a classroom that is available to have a better study environment.

Students who are in the halls during class time are expected to have a pass from a staff member.

All staff members are hall supervisors and their instructions are to be followed.

### **Internet**

The Internet is a valuable tool that will benefit students in doing research for academic work. There is, however, the potential for misuse of the Internet. Before they are permitted to use it, Students must first receive extensive training, and then the student's parent/guardian will sign an Internet agreement indicating their understanding of and willingness to follow the rules governing its use. Misuse may result in the loss of the privilege temporarily or permanently.

### **Library**

The high school library is the reference and reading center of the school. Students should make every effort to know what resources are available to assist them with their work. The library is available for student use from 7:45 a.m. to 3:45 p.m. each school day.

Use of the library is a privilege, and anyone who is judged to be misusing the facility by poor study habits, excessive noise, or misuse of materials will be denied this privilege. The first period of loss of this privilege will be for one (1) week. Should a second penalty become necessary, the period of denial of privileges may be for the remainder of the semester. Students will be held responsible for the library materials they check out. All materials have a specific due date, and if materials are not returned or renewed by that date, students are subject to fines and/or detentions. Students will be required to pay for materials not returned.

### **Library Rules**

- Students must have a pass to enter the library unless they accompany a teacher.
- No more than two (2) students from study hall.

- A copy machine is available for student use. Copies for school use are free. Copies for personal use cost .10 per copy. Students are expected to obey copyright laws.
- Computers are available for student use and are to be used for academic work only.
- Students coming to the library from study halls may remain in the library for a maximum of ten (10) minutes unless they can demonstrate that they are working on a school related assignment.
- At the end of each period, chairs are to be returned to their proper places and trash picked up from the floor.

### **Food Service Program**

The school provides a food service program that provides both breakfast and lunches that are well planned and varied. Each day a salad bar is available either with hot lunch or separately. High school students may also select *a la carte* items at an additional cost.

### **Lunch**

Lunch money may be dropped off in the principal's office and placed in the gray locked box on the west wall. All lunch accounts should have a positive balance to receive seconds and *a la carte* items. If any student has a negative lunch balance of \$20.00 the parents will be contacted and the student may not be allowed to eat school lunch. Parents may access their student's lunch account on the school's website ([www.scc.k12.ia.us](http://www.scc.k12.ia.us)) using the JMC STUDENT ACCESS icon.

When the negative balance reaches \$15.00 a student may charge no more than two meals to the 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.

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.

Students on the Free or Reduced priced lunches may not loan or sell charges from their accounts.

### **Lunch Rules**

To make lunchtime enjoyable for everyone, students are asked to:

- Limit each table to eight (8).
- Take back their tray and silverware.
- Obtain permission to leave the lunchroom.
- Have all food and milk remain in the lunchroom. They may take bottled water with them.
- Be responsible for their garbage. Pick up their table and floor area when they leave.
- Keep all four-chair legs flat on the floor. No leaning back!

- Have no pop in the lunchroom during lunch or school day.
- No outside food (example: food from Casey's, Sparky's, Subway) may be brought in for lunch.

### **Open Campus Privileges**

Open campus privileges may apply during 9<sup>th</sup> hour Guided Study Hall. Any eligible high school student who are earning A, B, or C grades in all their classes may have privileges if written parent permission has been received in the office. The privilege list is reviewed and revised daily by the classroom teachers to communicate to all students if they have 9<sup>th</sup> period privileges.

### **Rules and Procedures**

Before privileges will be granted, high school students must have a permission form signed by their parent/guardian and turned in to the principal's office.

- If a student chooses to remain in the building during guided study hall, report to the lunchroom and remain there until 9<sup>th</sup> hour is over. Absolutely NO "hanging out" in the hallways or elsewhere in the building, as this could interfere with the study time atmosphere we are trying to create.

### **Loss of Privileges**

- If a high school student's grade drops below a C, they will be informed by their teacher and placed on the list posted on the office door, letting them know they do not have 9<sup>th</sup> hour privileges.

### **Parking Regulations**

Areas designated for "staff only" parking include: the off-street parking on the west side of Earl Street (next to the sidewalk), the off-street parking south of the Ag. Building and all parking south of the wellness center. All other designated parking areas are open to staff and students on a first come, first serve basis. Students who park inappropriately or in areas designated as "staff only" will be warned one (1) time. After the second violation, detention may be given. Students will start each school year with a clean slate.

### **Junior/Senior Prom**

South Central Calhoun High School provides a prom for its junior and senior students. Junior and senior students may attend prom individually or with a date. Freshmen and sophomore students may only attend prom as a date of a junior or senior student or if they are a sophomore prom server. Middle school students are not allowed to attend prom under any circumstances. Students will be classified as juniors when they have earned 50% of the minimum number of credits for graduation. Juniors must have 25 credits to be considered a junior.

It is the responsibility of the junior class to work with the prom coordinator to implement and financially support a formal high school dance (decorations, invitations, music, etc.) that is safe and enjoyable for all. The junior class is

also responsible for clean-up of school facilities and returning prom decorations to their proper storage area.

### **School Sponsored Overnight Trip Policy**

Any South Central Calhoun student taking an overnight school-sponsored trip MUST fill out an overnight trip form that can be obtained from the trip sponsor or activities director.

### **Study Hall**

All students assigned to a study hall must report to study hall. The teacher will take attendance before anyone is permitted to sign out. Students with valid passes may then sign out with the study hall supervisor. Students must return to study hall with a signed pass by the end of the period and sign back in on the check in sheet. Students must sign themselves out and in. Students not following this procedure may face disciplinary consequences.

Students wishing to meet with a teacher during study hall must present a pass signed in advance by that teacher before signing out.

Signing out to a locker is limited to special circumstances because students are to bring books and other study materials with them when they report to study hall.

During study hall, students must have something to work on. Students may read books, or magazines. Students must obtain permission from the study hall supervisor to work with another student.

Only two (2) students may check out to the library to work on schoolwork.

Wasting time, talking, or sleeping will be strictly prohibited.

Not following study hall rules may result in disciplinary action including, but not limited to suspension of sign out privileges and/or detention.

### **Tardiness**

A student is considered tardy (unexcused) when he/she is late to class and does not have an excused pass from the office or another teacher.

A student is considered tardy (unexcused) when he/she is late to school and does not have a note or have their parent's call the school with an excused reason for the tardiness.

Tardy to class or school per semester will be handled in the following manner:

- 1<sup>st</sup> Tardy – written warning
- 2<sup>nd</sup> Tardy – 30 minute detention
- 3<sup>rd</sup> Tardy – 45 minute detention
- 4<sup>th</sup> Tardy – 60 minute detention
- 5<sup>th</sup> Tardy & Beyond – in-school suspension

### **Technology**

South Central Calhoun students enjoy the availability of a variety of computers and other forms of technology. Every classroom is equipped with at least one computer. The building has three (3) fully equipped computer labs, and there are numerous computers available in the media center for student use. The ICN room makes distance learning possible for students and the public. Individual departments have specialized technologies available for student use: for example, students in math classes are able to use graphing calculators.

Following are some of the actions that are prohibited:

- Printing multiple copies for personal use.
- Using another person's password (or lending yours)
- Using, altering, or deleting another person's files.
- Displaying or creating files that contain defamatory, inaccurate, abusive, obscene, profane, harassing, sexually oriented, threatening, racially offensive, or illegal content.
- Installing recreational or arcade style games.
- Installing software not owned by the school district.
- Copying school district software, tapes, videos, etc.
- Altering, damaging, or deleting system, program, or document files.
- Physically abusing or vandalizing equipment.
- Installing a virus.

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

### **Telephone Use**

Students may use the student phone in the principal's office before school, during lunch, during study hall, after school, or with staff permission for local calls. Students will not be allowed to use the phone during scheduled class time, except in emergency situations. If students need to use the phone during the school day, they should have permission and a pass from their teacher. Any long distance calls will be made collect, with a telephone credit card or cell phone. Students are not allowed to use classroom phones.

### **Textbooks and Library Books – Responsibility, Repair, Replacement**

Any textbook issued to a student is his/her responsibility. Students who damage books beyond ordinary wear will be required to pay for the repair or replacement of the book. Should a student lose a textbook or consumable workbook, it will be up to the student or his/her parent/guardian to pay for the replacement of the book.

In addition to textbooks, the above rule will apply to library books and other district owned items, which are provided for use by students.

### **Towels**

Student will furnish their own towels to use after showers in P.E. classes and after sports activities.

### **Vending Machines**

In order to promote good health, the pop and snack machines may only be used before 8:25 a.m. and after 3:30 p.m. The machines will be turned off during school hours. Any exception should be cleared with the superintendent and building principal. Juice and milk machines will be on and may be used during school hours.

### **Student Conduct**

All students at South Central Calhoun High School are responsible for their own actions. To succeed, discipline must ultimately be self-discipline. Where a student is not capable of exercising appropriate self-discipline, the school imposes sanctions in order to help that student learn to place appropriate limits on his/her behavior.

Sanctions may include corrective isolation, detention, temporary removal from class, suspension, expulsion, and referral to law enforcement agencies, or other appropriate action. Such disciplinary action can result from, but is not limited to violation of the following rules:

- Failure to abide by reasonable requests of a staff member. This includes classroom rules.
- Disruption of school and/or school activities.
- Consumption, possession or use of alcoholic beverages, tobacco, illegal drugs, or drug paraphernalia on school property or at a school-sponsored activity.
- Being under the influence of alcohol or drugs, or having alcohol detected on his/her breath or clothing.
- Damage, destruction, or theft of school property and/or personal property.
- Storage, possession, or transmission of dangerous weapons on school property. In accordance with Board Policy this will result in a 12-month expulsion from school. The superintendent shall have the authority to modify this on a case-by-case basis.
- Verbal or physical abuse of a person or the use of profanity at school or at school activities.
- Engaging in unlawful activities.
- Fighting in the halls or on the grounds.
- Failure to abide by the rules and procedures stated in this handbook for use in school, at school activities, or on school transportation.

### **Disciplinary Measures**

The South Central Calhoun staff recognizes that prevention of behavior problems is more desirable than correction. The teacher is expected to maintain a classroom climate favorable to learning and to handle most

behavioral problems within this setting. To this end, teachers establish classroom rules and inform students of them at the beginning of each course. However, certain procedures are identified that the teacher may follow in dealing with behavior problems that warrant special attention. Normally, these will be utilized in the order listed, but circumstances may warrant that different order be used.

### **Corrective Isolation**

A teacher may isolate a student for a short period of time not to exceed one class period outside the door of the classroom, in a corner of a classroom, or any such place that will allow the teacher to supervise the student's activity.

### **Detention**

Detentions may be used as a disciplinary measure in case of repeated inappropriate behavior. Any staff member may issue detentions. Students may serve detentions in the detention room Monday through Thursday from 3:30-4:30 p.m. Students may also serve their detention under the supervision of the teacher who assigned the detention (teacher's discretion). Students must serve the assigned detention within two (2) detention days (nights on which detention are being held) of the detention being assigned.

**If the student does not serve some or all the detention within two days, the detention time may be doubled. Students who continually fail to serve detention may be suspended.**

Detentions may be assigned for the following:

- Tardy to class or school
- Inappropriate physical contact
- Refusal to comply with a teacher's reasonable request
- Inappropriate language
- Defacing or taking school property or the property of others
- Disrespectful behavior towards other students or adults.
- Failure to sign in or out of study hall.
- Having food, pop, gum or candy in the classroom or outside the lunchroom.
- Running, pushing, shoving, and/or yelling in the hallways, stairs, restroom, or lunch line.
- Repeated incomplete assignments or failure to make up work in a timely fashion.
- Disruptive behavior of any kind
- Improper use of cell phone.
- Wearing a hat in the building during school hours.
- Cheating
- Student sent to the office for disciplinary reasons.

This list is not all-inclusive. Detentions may be assigned for reasons other than the ones on this list should the need arise.

Once a staff member has given a detention, he/she will give the student the yellow copy. The white copy will go

to the office; the detention will be emailed to parents if possible or mailed.

### **Temporary Removal from the Classroom**

Students sent to the office for disciplinary reasons will receive a disciplinary consequence which may include, but is not limited to; detention, suspension, and/or a board hearing. Repeated offenses may result in more stringent disciplinary action and/or the student's removal from a class with the possible loss of credit and/or removal from school for a length of time to be determined by the Board of Education.

### **Suspension**

In any disciplinary situation, the student will be told of the rule(s) or policy violated, allowed to explain his/her side of the situation, and will be informed of the consequences. When there are discrepancies, the principal will investigate the situation before a final disciplinary action is taken. For serious or repeated misbehavior, the parent(s)/guardian(s) of the student will be notified by phone and will receive a follow-up letter concerning the incident and any disciplinary actions taken.

While it is undesirable to suspend a student from school, this consequence is possible should a student choose to behave in a manner which endangers the student or other students, which results in significant damage to property, which disrupts the educational opportunities of other students, or which displays a general disregard for the rules and regulations established for the orderly operation of the school for the welfare of everyone in the school.

Suspension may take one of two forms: in-school suspension, during which a student will work in a designated area all day and not be allowed to interact with other students; or out-of-school suspension, during which a student will not be allowed to attend school for a specified number of days.

According to Board Policy, students who have been suspended are not permitted to attend school activities or participate in extracurricular events during the period of suspension.

While in school students are subject to school rules; as well as, to additional rules designed for transportation safety. Students may be suspended or expelled from riding the school bus, just as they may be in school.

### **Make-Up Procedure for Suspended Students**

Make up of work (for credit) for any suspension may be granted under the following guidelines:

- A suspended student must use his/her own initiative to see that he/she gets assignments and keeps up with the classroom work.
- Make-up work must be turned in to the regular classroom teacher at the end of suspension period plus one (1) week in order to receive credit.

If guidelines are not followed the suspended student may be given zero (0) credit for any assignments, quizzes, tests, or participation that was completed during the suspension period.

### **Expulsion**

As outlined in the Iowa Code, section 282.4, the Board of Directors may, by a majority vote, expel students from school for gross disobedience, including violations of the attendance policy, misconduct, or when the presence of the student is detrimental to the best interests of the school. Before a student is expelled, the parents will have been requested to appear at a meeting of the board to discuss the student's behavior.

When a student has been expelled from school, only the Board of Directors may re-admit the student.

## **Good Conduct Rule Eligibility Policy**

### **Statement of Philosophy**

The Board of Directors of the South Central Calhoun Community School District offers a variety of voluntary 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 South Central Calhoun extracurricular activities including, but not limited to: athletics, speech, drama, cheerleading, flag team, dance team, school royalty, school honor recognitions, band, vocal, FFA, academic decathlon 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 Level I**

1. Possession, use, selling, or purchase of illegal drugs or the unauthorized possession, use, selling, or purchase of otherwise lawful drugs.
2. 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).

This includes but is not limited to serious misdemeanor charges or higher.

### **Violations Level II**

1. Possession, use, selling, or purchase of tobacco products, regardless of the student's age.
2. Possession, use, selling, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath).
3. 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.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding a minor traffic offense, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s). This includes but is not limited to simple misdemeanor charges or lower.

Students in violation of the code of conduct policy during the summer months and who are not participating in baseball or softball will not be allowed to participate in any summer activities. The student's activity day count for their ineligibility period will 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; however, the student may not serve as an officer, captain, or royalty for a longer period of time as designated below.

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 Level I**

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

1<sup>ST</sup> OFFENSE CONSEQUENCES: up to 365 (1 year) of ineligibility. NO PENALTY REDUCTION.

2<sup>nd</sup> OFFENSE CONSEQUENCES: up to loss of eligibility for all activities during the remainder of their high school years. NO PENALTY REDUCTION.

### **Penalties Level II**

Any students who, after a hearing before the administration, is found by the preponderance of the evidence, to have violated Good Conduct Rules Level II,

during the school year or summer, is subject to a loss of eligibility as follows:

**1<sup>st</sup> OFFENSE CONSEQUENCES:** up to 35 calendar days, five (5) weeks of ineligibility plus ineligible to participate in at least two (2) activities in a primary activity. The student will be declared ineligible to serve as an officer, captain, or royalty for six (6) months. **PENALTY REDUCTION AVAILABLE.**

**2<sup>nd</sup> OFFENSE CONSEQUENCES:** up to 56 calendar days, eight (8) weeks of ineligibility plus ineligible to participate in at least four (4) activities in a primary activity. The student will be declared ineligible to serve as an officer, captain, or royalty for twelve (12) months. **NO PENALTY REDUCTION.**

**3<sup>rd</sup> AND ALL SUBSEQUENT OFFENSE CONSEQUENCES:** up to 365 calendar days one (1) year of ineligibility plus ineligible to participate in any/all activities. The student will be declared ineligible to serve as an officer, captain, or royalty for twenty-four (24) months. **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 be involved in an activity from the beginning of the season to the end, shall attend all practices, rehearsals, or meetings, but may not "suit up" or perform/participate, be a captain, be a part of school royalty court, or be a school officer. 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**

**FIRST OFFENSE CONSEQUENCE ONLY** for 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 seven (7) days (one week) for the first offense only. There will be no reduction on the 2<sup>nd</sup>, 3<sup>rd</sup>, and all subsequent offense consequences.

#### **Appeal Process**

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 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.

If the student is still dissatisfied, he/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 parents (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.

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.

# **Scholarship Rule**

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

The Board of Directors of the South Central Calhoun Community School District offers 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 record of violations of the Good Conduct Rule and Scholarship Rule.

### **Student Eligibility for Athletic Activities**

The following activities are covered by the board's policy and these rules: football, volleyball, cross country, basketball, wrestling, track and field, golf, softball, baseball, soccer and swimming or any other athletic activity where the student represents the school district outside the classroom.

### **Academic Eligibility**

To be eligible for an activity, students participating must:

1. Be enrolled or dual-enrolled in school.
2. Have earned passing grades in all subjects in which he/she is enrolled in the previous quarter or semester.
3. Be earning passing grades in all subjects in which he/she is enrolled in at the end of each semester.
4. Be less than 20 years of age, for students in athletics, music, or speech activities.
5. Be enrolled in high school for eight consecutive semesters or less, for students in athletics, music, or speech activities.
6. Have not been a member of a college athletic squad or trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
7. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulation if the student is an open enrollment student.

In order to remain eligible for extra-curricular activities, all students/contestants shall receive credit in at least six (6) subjects, each of one (1) period or "hour" or the equivalent thereof, at all times.

Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which South Central Calhoun High School grants academic credit

toward high school graduation, shall be used in determining eligibility.

1. Each student/contestant shall be passing all coursework at the semester for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
2. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any semester a student/contestant is given a failing grade in any course for which credit is awarded, the student/contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for thirty (30) consecutive calendar days.
3. At the end of a grading period that is the final grading period in a school year, a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four (4) consecutive weeks following the end of the final grading period.
4. The ability to use summer school or other means to make up failing grades for eligibility purpose is not available.

NOTE: Special education students; a student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

If students have not met the above criteria, they will be allowed to continue practicing, but will be ineligible to participate in any contest, game, or performance for thirty (30) consecutive calendar days in the extra-curricular activity. If games have not begun in the activity in which the ineligibility will apply, then the thirty (30) day period of ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the thirty (30) day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

At the beginning of the first semester of their ninth grade year all students will be academically eligible to participate in extra-curricular activities for South Central Calhoun High School.

Academic eligibility will be evaluated at the end of each semester. If a student does not meet the academic eligibility requirements, he or she may be declared academically ineligible.

It will be the coach or sponsor's responsibility to maintain an eligibility status check on students involved in their respective activity. However, students are expected to practice during their period of academic ineligibility.

## **2020-21 Athletic Starting Dates**

<b>From IHSAA</b>	<b>1<sup>st</sup> Competition Starts</b>	<b>Eligibility Resumes</b>
<b>BOYS</b>		
Cross Country	August 24	Immediate Eligibility on first competition date
Football	August 27	Immediate Eligibility on first competition date
Swimming	November 23	Immediate Eligibility on first competition date
Wrestling	November 30	Immediate Eligibility on first competition date
Basketball	November 30	Immediate Eligibility on first competition date
Track/Field	March 8	April 7
Golf	March 29	April 28
Baseball	May 24	June 23
<b>From IGHSAU</b>	<b>1<sup>st</sup> Competition Starts</b>	<b>Eligibility Resumes</b>
<b>GIRLS</b>		
Cross Country	August 24	Immediate Eligibility on first competition date
Volleyball	August 24	Immediate Eligibility on first competition date
Swimming	August 24	Immediate Eligibility on first competition date
Basketball	November 20	Immediate Eligibility on first competition date
Track/Field	March 8	April 7
Golf	March 24	April 23
Softball	May 24	June 23

### **Student Eligibility for Activities in the Fine Arts**

The following activities are covered by the board's policy and these rules: Instrumental Music extra-curricular performances (e.g. jazz band, etc.), Vocal Music extra-curricular performances (e.g. jazz choir, etc.), drama productions, speech contests, FFA, Academic Decathlon, all honorary and elected offices (e.g., Homecoming King/Queen/Court, class officer, etc.), state contest and performances for cheerleading and drill team, or any other activity where the student represents the school district outside the classroom.

### **Academic Eligibility**

All participants must be enrolled in and in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall receive credit in at least four (4) subjects, each of one (1) period or "hour" or the equivalent

thereof, at all times. Coursework taken under the provisions of Iowa Code 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit towards graduation shall be used in determining eligibility.

Each student/contestant shall be passing all coursework at the semester for which credit is given and shall be making adequate progress toward graduation at the end of each semester.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any events sanctioned by South Central Calhoun High School, the IHSMA or any IHSMA sponsored event. Within a period of thirty (30) consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

A student with a disability who has an IEP shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

At the beginning of the first semester of their ninth grade year all students will be academically eligible to participate in extra-curricular activities in the fine arts area at South Central Calhoun High School.

Academic eligibility will be evaluated at the end of each semester. If a student does not meet the academic eligibility requirements, he or she may be declared academically ineligible.

It will be the sponsor's responsibility to maintain an eligibility status checks on students involved in their respective activity. However, students are expected to practice and/or participate during their period of academic ineligibility.

**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.**

