

# Clarion-Goldfield-Dows Cowboys & Cowgirls

2015-2016

## High School & Middle School Student Handbook



High School

Dennis March  
Principal

1111 Willow Drive  
Clarion, Iowa 50525

Phone 515-532-2895  
Fax 515-532-2897

Middle School

Steve Haberman  
Principal

300 Third Avenue NE  
Clarion, Iowa 50525

Phone 515-532-2412  
Fax 515-532-2741

### 2015-16 CLARION-GOLDFIELD-DOWS SCHOOL CALENDAR

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Accumulative	Holidays	Workdays & PD	Instructional Hours
August	3	4	5	6	7	0.00			
	10	11	12	13	14	0.00			
	17	18	19	20	21	0.00			
	24	25	26	27	28	5.00			23.17
	31					1.00			29.55
September		1	2	3	4	4.00			48.70
	7	8	9	10	11	4.00	14.00	1	74.23
	14	15	16	17	18	5.00	19.00		99.76
	21	22	23	24	25	4.00	23.00		129.92
	28	29	30			3.00	26.00		149.07
October		1	2			2.00	28.00		161.84
	5	6	7	8	9	5.00	33.00	0.25	192.00
	12	13	14	15	16	5.00	38.00		223.92
	19	20	21	22	23	5.00	43.00	0.25	254.08
	26	27	28	29	30	5.00	48.00		286.00
November		2	3	4	5	5.00	53.00		317.92
	9	10	11	12	13	5.00	58.00	0.25	348.08
	16	17	18	19	20	5.00	63.00		380.74
	23	24	25	26	27	2.00	65.00	1	398.01
	30					1.00	66.00		404.39
December		1	2	3	4	4.00	70.00		423.54
	7	8	9	10	11	5.00	75.00		453.70
	14	15	16	17	18	5.00	80.00		485.62
	21	22	23	24	25	2.00	82.00	1	496.63
	28	29	30	31		0.00	82.00		
January					1	0.00	82.00	1	
	4	5	6	7	8	5.00	87.00		528.55
	11	12	13	14	15	5.00	92.00	1	554.08
	18	19	20	21	22	4.00	96.00		586.00
	25	26	27	28	29	5.00	101.00		616.16
February		1	2	3	4	5.00	106.00		648.08
	8	9	10	11	12	5.00	111.00		678.24
	15	16	17	18	19	5.00	116.00		710.16
	22	23	24	25	26	5.00	121.00		740.32
	29					1.00	122.00		746.70
March		1	2	3	4	4.00	126.00		765.85
	7	8	9	10	11	5.00	131.00		796.01
	14	15	16	17	18	5.00	136.00		827.93
	21	22	23	24	25	3.00	139.00	1	852.33
	28	29	30	31		3.00	142.00		871.48
April				1		1.00	143.00		877.86
	4	5	6	7	8	5.00	148.00		909.78
	11	12	13	14	15	5.00	153.00		939.94
	18	19	20	21	22	5.00	158.00		971.86
	25	26	27	28	29	5.00	163.00		1002.02
May		2	3	4	5	5.00	168.00		1033.94
	9	10	11	12	13	5.00	173.00		1064.10
	16	17	18	19	20	5.00	178.00		1096.02
	23	24	25	26	27	2.00	180.00	1	1111.29
	30	31	1	2	3	0.00	180.00	1	
June	6	7	8	9	10	0.00	180.00	5 6 2	

Aug 12 Registration (10:00 AM - 8:00 PM)  
 Aug 20 & 21 Teacher Workshop & Workdays; No School  
 Aug 24 Elem/MS Conferences, HS Classes 8:30-1:30  
 Aug 24-28 Classes Begin (Dismissals @ 1:30)  
 Sept 7 Labor Day, No School  
 Sept 21 Professional; No School  
 Oct 28 End 1st Quarter, (46 days)  
 Nov 20-24 Parent & Teacher Conferences (Dismiss @ 1:30)  
 Nov 25-27 Thanksgiving Vacation; No School  
 Dec 23 Christmas Vacation (Start) (Early dismissal day prior 1:30)  
 Jan 4 Classes Resume  
 Jan 13 End 2nd Quarter, (44 days) {Pending Snowdays}  
 Jan 18 Professional; No School  
 Mar 16 End 3rd Quarter, (44 days) {Pending Snowdays}  
 Mar 21-23 Parent & Teacher Conferences (Dismiss @ 1:30)  
 Mar 24-28 Easter Break; No School  
 May 18 Seniors' Last Day  
 May 22 Commencement  
 May 24 End 4th Quarter (46 days) {Pending Snowdays}  
 May 24 Early Dismissal (Students: 11:00)  
 May 25 Teacher Workday; No School {Pending Snowdays}  
 May 30 Memorial Day

Snow Makeup Days: May 26, 27, 31, June 1, 2, etc.

Accumulative Days Per Quarter	
1st Quarter	46
2nd Quarter	90
3rd Quarter	134
4th Quarter	180

- Early Dismissal: Curriculum, PD & P/T Conferences: 1:30 PM
- ◇ Professional Development Day: No Classes
- △ Early Dismissal: Prior to Vacations: 1:30 PM
- ▲ Early Dismissal: Prior to Vacations: 11:00 AM
- Holidays
- Noncontract; No Classes

Parent-Teacher Conference Schedules		
Day 0	Fall Conferences	Spring Conferences
Staff Conferences	1:30 - 4:00	1:30 - 4:00
Day 1		
Teacher Prep Time	1:30 - 3:00	1:30 - 3:00
Parent Conferences	3:00 - 8:00	3:00 - 8:00
Day 2		
Teacher Prep Time	1:30 - 3:00	1:30 - 3:00
Parent Conferences	3:00 - 6:00	3:00 - 6:00

## Clarion-Goldfield-Dows Students and Parents

On behalf of the faculty, we would like to welcome you to the Clarion-Goldfield-Dows Middle School and High School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. The Clarion-Goldfield-Dows district has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything Clarion-Goldfield-Dows has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your high school career.

Sincerely,

*Mr. Steve Haberman*

Principal

Sincerely,

*Mr. Dennis March*

Principal

## Clarion-Goldfield-Dows Administration and Staff

Superintendent's Office		532-3423
Dr. Robert Olson	Superintendent	
Anita Frye	Business Manager	
Ruth Cramer	Asst. Business Mgr	
Cindy Schaffer	Superintendent Secretary	
High School Office		532-2895
Dennis March	Principal	
Peg Nelsen	Secretary	
Jason Berning	Athletic Director	
Paul Hansch	Counselor	
Erin Halverson	Prevention Specialist/Nurse	
Middle School Office		532-2412
Steve Haberman	Principal	
Denise Eekoff	Secretary	
Margaret Askelsen	Counselor	
Katie Stecher	Nurse	532-2463
Dwight Tew	Transportation Director	851-2390
Tom Simmons	Recreation Director	532-2482

## Mission Statement

The Clarion-Goldfield-Dows Community School District in partnership with parents and community members is committed to developing life-long learners who value themselves, value others, contribute to their community, and succeed in a changing world.

## Educational Objectives

The Clarion-Goldfield-Dows School District will know it is accomplishing its mission when all of its students are self-directed learners who maintain high standards of performance and production in the following areas:

1. Basic Academics--The students will demonstrate proficiency in reading, language arts, mathematics, science, social studies, and modern technology.
2. Communications--The students will be able to listen, process their thoughts and convey their message through a variety of methods.
3. Problem Solving/Goal Setting--The students will be creative and critical thinkers who demonstrate an ability to research and use information; set, prioritize, and act on decisive goals both independently and in a group.
4. World of Work/Advanced Training--The students will have the knowledge, skills and educational resources needed to pursue a career and/or continue with higher education.
5. Citizenship--The students will possess the life skills of trustworthiness, respect, caring, and fairness that will help them to be responsible, contributing members of family, community, and society.
6. Personal and Family Wellness--The students will have the knowledge to care for their social, emotional, mental and physical well-being and those for whom they are responsible. This will include knowledge of parenting and practical living skills.
7. The Arts--The students will have an appreciation of literature, music, theater and art through participation and/or study.
8. Global--Students will have an awareness and appreciation of a multi-cultural society in an ever-changing world.

## Certifications

I have read and reviewed with my child the handbook section of the agenda planner. I understand that I am an extremely important member of the school team and will willingly do my part to support my child as he/she becomes a person of responsible character.

**Parent/Guardian Signature:** \_\_\_\_\_

**Internet Access Approval - See Page 17**

**Signature of Student** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

### Homework Contract

I, \_\_\_\_\_, do promise to make every attempt to complete and turn in all homework on time. I understand that getting work done in a timely manner is a requirement of our school.

Date \_\_\_\_\_

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

**Parent Signature** \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_ Yes \_\_\_\_ No I give permission for \_\_\_\_\_

to participate in district sponsored survey procedures. Examples include, but are not limited to, the Iowa Youth Survey, Character Survey, and etc.

\_\_\_\_ Yes \_\_\_\_ No I give permission for \_\_\_\_\_

to attend all school sponsored field trips locally or out of town.

\_\_\_\_ Yes \_\_\_\_ No I give permission for \_\_\_\_\_

to be photographed and video taped for school projects, newspaper, school annual, ICN and school website, etc.

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

## STUDENT DATA PAGE

	2014-15 NPR	NSS	2015-16 NPR	NSS
<b>ITBS</b>				
Reading				
Math				
Science				
Language				
<b>NWEA</b>			<b>FALL</b>	<b>SPRING</b>
Reading				
Math				
Science				
Language				
<b>Lexile</b>				



## 2015-2016 GOALS

### BEGINNING OF THE YEAR GOALS:

ACADEMIC: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

BEHAVIOR: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

### FALL CONFERENCE GOALS:

ACADEMIC: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

BEHAVIOR: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

### SPRING CONFERENCE GOALS:

ACADEMIC: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

BEHAVIOR: \_\_\_\_\_

RATING: GREAT \* GOOD \* AVERAGE \* NOT GOOD \* VERY POOR

## 2015-2016 GOAL REFLECTIONS

### BEGINNING OF THE YEAR GOALS:

REFLECTION: \_\_\_\_\_

REFLECTION: \_\_\_\_\_

\*\*\*PARENT SIGNATURE: \_\_\_\_\_

### FALL CONFERENCE GOALS:

REFLECTION: \_\_\_\_\_

REFLECTION: \_\_\_\_\_

\*\*\*PARENT SIGNATURE: \_\_\_\_\_

### SPRING CONFERENCE GOALS:

REFLECTION: \_\_\_\_\_

REFLECTION: \_\_\_\_\_

\*\*\*PARENT SIGNATURE: \_\_\_\_\_

## 6th Grade Schedule

### Regular Schedule

Period 1/2--8:30-9:45 W/ announcements  
 Period 3/4--9:48-11:00  
 Period 5/6--11:03-12:15

LUNCH  
 12:18-12:30

RECESS  
 12:30-12:45

HOMEBASE 12:50-1:05

Period 7--1:08-1:51 EXPLORATORY

PERIOD 8--1:54-2:37 CHORUS/PE

Period 9--2:40-3:20 Guided Study/Band

### 10:00 Late Start Schedule

Period 1/2--10:00-10:45 W/ announcements  
 Period 3/4--10:48-11:30  
 Period 5/6--11:33-12:15

LUNCH  
 12:18-12:30

RECESS  
 12:30-12:45

HOMEBASE 12:50-1:05

Period 7--1:08-1:51 EXPLORATORY

Period 8-1:54-2:37 CHORUS/P.E.

Period 9-- 2:40-3:20 Guided Study/Band

## 7th/8th Grade Schedule

### Regular Schedule

Period 1 8:30-9:15  
 Block 1 9:18-10:45  
 Period 2 9:18-10:00  
 Period 3 10:03-10:45  
 Homebase 10:45-11:00  
 Block 2 11:03-12:30  
 Period 4 11:03-11:45  
 Period 5 11:48-12:30  
 Block 3 1:03-2:30  
 Period 6 1:03-1:45  
 Period 7 1:48-2:30  
 Period 8 2:35-3:20

### 10:00 Late Start

Period 1 10:00-10:30  
 Period 2 10:33-11:00  
 Block 1 10:33-11:30  
 Period 3 11:03-11:30  
 Period 4 11:33-12:00  
 Block 2 11:33-12:30  
 Period 5 12:03-12:30  
 Period 6 1:00-1:45  
 Block 3 1:00-2:30  
 Period 7 1:48-2:30  
 Period 8 2:35-3:20

### 1:30 Early Dismissal

Period 1/2-- 8:30 9:26 W/ announcements  
 Period 3/4-- 9:27-10:22  
 Period 5/6-- 10:25-11:20

~NO HOMEBASE

Period 7-- 11:23-11:52 EXPLORATORY

Period 8-- 11:55-12:15 CHORUS/PE

LUNCH  
 12:18-12:30

RECESS  
 12:30-12:45

Period 9--12:48-1:30 Guided Study/Band

### 2:30 Dismissal

Period 1/2-- 8:30-9:45 W/ announcements  
 Period 3/4-- 9:48-11:00  
 Period 5/6-- 11:03-12:15

LUNCH  
 12:18-12:30

RECESS  
 12:30-12:45

HOMEBASE 12:50-1:00

Period 7-- 1:03-1:30 EXPLORATORY  
 Period 8-- 1:33-2:02 CHORUS/PE  
 Period 9--2:05-2:30 Guided Study/Band

### 1:30 Early Dismissal

#### Inservice and Conferences

Period 1 8:30-9:01  
 Period 2 9:04-9:35  
 Block 1 9:04-10:09  
 Period 3 9:38-10:09  
 Period 4 10:12-10:43  
 Block 2 10:12-11:18  
 Period 5 10:46-11:18  
 Period 6 11:21-11:52  
 Block 3 11:21-12:26  
 Period 7 11:55-12:26  
 Period 8 1:05-1:35

### 2:30 - Early Dismissal

#### Prior to Vacations

Period 1 8:30-9:15  
 Period 2 9:18-10:00  
 Block 1 9:18-10:44  
 Period 3 10:03-10:44  
 Homebase 10:45-11:00  
 Period 4 11:03-11:45  
 Block 2 11:03-12:30  
 Period 5 11:48-12:30  
 Period 6 1:03-1:30  
 Block 3 1:03-2:02  
 Period 7 1:33-2:02  
 Period 8 2:05-2:35

# High School Schedule

## Regular Schedule

Period 1	8:30-9:10
Period 2	9:13-9:53
Period 3	9:56-10:36
Period 4	10:39-11:19
Period 5A	11:19-11:41 (1st Lunch)
Period 5B	11:41-12:03 (2nd Lunch)
Period 5C	12:03-12:25 (3rd Lunch)
Period 6	12:28-1:08
Period 7	1:11-1:51
Period 8	1:54-2:34
Period 9	2:37-3:17

## Pep Rally/Homeroom

Period 1	8:30-9:10
Period 2	9:13-9:50
Period 3	9:53-10:30
Pep Rally/HR	10:30-10:47
Period 4	10:50-11:27
Period 5A	11:27-11:49 (1st Lunch)
Period 5B	11:49-12:11 (2nd Lunch)
Period 5C	12:11-12:35 (3rd Lunch)
Period 6	12:36-1:14
Period 7	1:17-1:54
Period 8	1:57-2:34
Period 9	2:37-3:17

## 1:30 Early Out

Period 1	8:30-8:55
Period 2	8:58-9:23
Period 3	9:26-9:51
Period 4	9:54-10:19
Period 6	10:22-10:47
Period 7	10:50-11:19
Period 5A	11:19-11:41 (1st Lunch)
Period 5B	11:41-12:03 (2nd Lunch)
Period 5C	12:03-12:25 (3rd Lunch)
Period 8	12:28-12:57
Period 9	1:00-1:30

## 2:30 Early Out

Period 1	8:30-9:03
Period 2	9:06-9:39
Period 3	9:42-10:15
Period 4	10:18-10:51
Period 6	10:54-11:27
Period 5A	11:30-11:52 (1st Lunch)
Period 5B	11:52-12:14 (2nd Lunch)
Period 5C	12:14-12:36 (3rd Lunch)
Period 7	12:39-1:12
Period 8	1:15-1:48
Period 9	1:51-2:30

## 10:00 Late Start

Period 1	10:00-10:28	Period 4	12:45-1:13
Period 2	10:31-10:59	Period 6	1:16-1:44
Period 3	11:02-11:30	Period 7	1:47-2:14
Period 5A	11:33-11:55 (1st Lunch)	Period 8	2:17-2:44
Period 5B	11:55-12:17 (2nd Lunch)	Period 9	2:47-3:17
Period 5C	12:17-12:42 (3rd Lunch)		

## Absences

The Clarion-Goldfield-Dows School District defines EXCUSED ABSENCES as absences due to one or more of the following:

Illness, medical/dental related, including appointments, school sanctioned activities, absences related to legal system, family emergency, bereavement/funeral, religious observance, planned absences, short-term suspensions or other disciplinary actions resulting in an absence. All of these listed absences require written documentation signed by the parent/guardian.

Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents. Any absence listed above not specifically excused by the school will be considered one of the unexcused absences. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school.

## Attendance Procedures

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent must make arrangements with their teachers prior to an absence to make up schoolwork. Students have three days for each day of absence to make up schoolwork upon return from the absence. If the student has knowledge of a test or assignment before the absence he/she is expected to take the test or have the assignment completed.

## Skipping a Class

Skipping a class is defined as a student not being in the class they are scheduled for at that particular time, this includes lunch time. The principal and guidance department will meet with the student and parental contact will be made for each infraction. A student action-plan may be developed by the student before re-entry to the skipped class. Consequences may include making up time before or after school or a suspension:

## Excessive absence or tardy, excused or unexcused

A student who, for any reason is absent more than 10% of the school year will be referred to the office (trimester 60 days for M.S. & quarter 45 days for H.S.). The counselor will meet with the student and set a plan for improved attendance.. If attendance does not improve, a phone call and or letter will be mailed home requesting an attendance hearing with the principal and school liaison officer or his/her designee. Excessive tardiness will be handled in a similar manner at the discretion of the building administrator.

## High School:

1. Warning: A student, who for any reason is absent 9 times from a semester course, will be referred by the teacher to the office. A letter will then be mailed to the parents advising them of the policy on absenteeism and that continued absence may result in denial of credits.

2. Forfeiture of credit: A student who, for any reason, is absent 18 times from a semester course will forfeit credit for the course unless there are chronic health conditions or special considerations involved, which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely 18 absences, excused or unexcused, as shown by the school records, and that on review none were due to extenuating circumstances, that credit may be taken away. He shall on the day of the decision, prepare a written charge and a summary of the evidence supporting the charge and shall file it with the superintendent and the student's parents or guardian.

### General:

1. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from parents.

2. Any absence not specifically excused by the school will be considered unexcused.

## Student Conduct

One of the important things a student learns in school are the rights he/she has as a member of the school. But, just as the student has rights, so does everyone else at school. This means that no one can deny other people their rights. The following is an abbreviated list of rights and responsibilities that are most important to a good education.

Students have the right to:

1. A free public education
2. Learn
3. Personal safety at school
4. A clean school building
5. Receive help from counselors, teachers, and administrators
6. Be respected by other students and the staff

Students have a responsibility to:

1. Come to school regularly, on time, and ready to learn
2. Assist others in their learning
3. Not act in a way that threatens or injures others

4. Assist in keeping the building clean
5. Ask for help in a polite manner and at a time that doesn't deny other students a fair chance to get help from the staff
6. Demonstrate respect for each other and the staff
7. Obey school rules

When good citizenship is a tradition, fewer rules need to be made and more freedom can be permitted. Let's all work together through good conduct to keep the number of rules in our school at a minimum. To do so, refrain from the following activities:

1. Using or possessing any kind of tobacco, alcohol or mind-altering substance(s) on school property or while attending any school activity. This includes being under the influence upon arrival.
2. Behaving in a rowdy manner, using profanity, fighting or running
3. Behaving disrespectfully toward teachers, non-teaching personnel, and other students
4. Destroying, defacing, or vandalizing school property
5. Littering on school property
6. Throwing snowballs on school property
7. Riding bicycles or skateboards in front of the school building
8. Being tardy unless detained by a teacher
9. Riding or driving any vehicles during school hours without permission
10. Using radios, electronic games, digital devices such as an IPOD, or telephones/pagers during school hours
11. Possessing any item not required for school purposes

Engaging in any of these activities **may result in disciplinary action**. According to the nature of the infraction, this could range from **reprimand to suspension**. All students are responsible for their actions. To succeed, discipline must ultimately be self-discipline. If a student is unable to exercise appropriate self-discipline, he/she has the potential of jeopardizing the rights and/or safety of others in the building. Classroom and hallway behavior are very important responsibilities of each and every student in the building.



## **Transportation**

Transportation for all school activities held out of town is by school bus or by means specified by school officials. Students must go to and return from school sponsored activities in the manner prescribed by the school. Exception: a student may return home with his parents when the parents approach the sponsor of the activity in person and approval has been granted, or a note from the parent, signed by the principal, granting permission to ride with another party, has been obtained.

## **Incomplete Grades**

Students, who have assignments that are not completed at the end of a nine-week or semester grading period, shall receive a letter grade of "I". Students will have a maximum of two weeks to complete these assignments. Failure to complete the make-up of these assignments will result in the student receiving an "F" grade for the incomplete work. A final semester or nine-week grade will then immediately be determined. Students may be granted additional time to make up incomplete assignments because of a lengthy illness or other unusual circumstances.

## **Disaster Emergency Drills**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Fire and tornado drills are required by law. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire Drill--Fire alarm will sound

Tornado Drill--Students will be dismissed by intercom

## **Internet Acceptable Use Policy**

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, and organizations. In schools and libraries, the Internet can be used to educate, to inform and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students imply endorsement of the content. School officials and faculty have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use information to meet their educational goals.

During the school day, the Internet is to be used for educational purposes only. Chat rooms will not be allowed. The use of e-mail is for instructional purposes only. Individual student access to the Internet in the computer lab is based on the student's classroom status and parental signature on the Internet Access Approval found on the Certifications page (Page 4) of this Planner. Users will accept responsibility for reporting any misuse of the network to the network supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, harassment, inappropriate language, and other issues.

If a user gains access to any service via the Internet that has a cost involved, the Clarion-Goldfield-Dows Community School District will not be responsible for those costs. Responsibility for payment lies with the user (if 18 years or over) or with the user's parent or guardian (if under 18 years of age). Because the Internet is a fluid environment, the information that will be available to students and staff is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.

The school district makes no guarantees as to the accuracy of information received on the Internet. Network users may encounter material that is controversial and which, users, parents, teachers, administrators, or others may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of available data. The user must apply the guidelines of this policy and the district's selection guidelines in making decisions about accessing material. Users need to know that any violation of the copyright laws will be the liability of the user and not the school district.

Duplication of software is a violation of the law and board policy. The doctrine of "fair use" is in effect. Fair use allows an individual to reproduce copyrighted work for purposes such as teaching or research. Reproduction beyond fair use needs the permission of the copyright holder. Violation of copyright law could lead to civil liability with excessive penalties. Users need to check the web site for permission to download.

As with other student records, students' Internet records and access records are confidential records. They will be treated no differently than written course work or library records. Teachers, media specialists, and administrators are reminded that personally identifiable information cannot be released without parental consent or a court order has been issued.

As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks. (Read the FAQ's before using a particular network) Users should respect all copyright and license agreements, cite all quotes, references, and sources. Remain on the system only long enough to get needed information, then exit the system. Apply the same privacy, ethical, and educational consideration utilized in other forms of communication.

You are a representative of the Clarion-Goldfield-Dows School District and your messages reflect upon the total school community. Use appropriate language (no vulgar, abusive, profane or other offensive language). Send no threatening, intimidating, or harassing messages. Students who access restricted items on the Internet, vandalize equipment, or abuse the Internet privilege in other ways will be subject to the appropriate action. The saving of music applications and other non-school related materials on school computer hardware is not allowed.

Vandalism is defined as destruction of equipment or any malicious attempt to harm or destroy data of another user, Internet, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

Violation of computer usage guidelines will result in the loss of computer privileges as determined by the building administrators. The user will be responsible for payment of all damages incurred.

Our Acceptable Use Policy is reviewed annually and defines the role of the parents, students, and school. We are a CIPA compliant school.

### **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Dress or tailored shorts are allowed which cover mid-thigh. Untailored cutoff jeans are not permissible. Separate gym shorts are required for all PE classes. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

No night/bedtime gowns or apparel or pajamas (excluding dress up day). No crop-tops, tank tops, mid-drift, tube tops or spaghetti strap tops may be worn (unless another shirt is worn underneath). Another pair of shorts should be worn over biking shorts. Shirts, skirts, and shorts will be appropriate mid-thigh length; pants/shorts will be worn at the waist, not distracting nor embarrassing to the wearer, teacher, or other classmates. Upon entering or exiting the building, students will go directly to their lockers to remove any headgear. No gang related apparel or style of dress is acceptable (bandanas). No apparel with chains.

### **Probation**

Probation is conditional attendance during a trial period. The principal or other person in charge of the attendance center may impose probation for infraction of school rules that do not warrant the necessity of removal from school. The following procedures shall be followed:

The principal, or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him, and an opportunity to respond. The building principal will determine the length of probationary status and the length of the probationary time will fit the individual case. Should the student breach the condition imposed for probation, the student may be removed from academic or extra-curricular privileges or have more severe penalties, such as suspension, imposed. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached. Written notice of the probation and the reasons therefore shall be sent to the student's parents or legal guardians, the Superintendent, and the President of the Board of Education, no later than the school day following the day probation was imposed. A principal may place any student on probation. This action will be reviewed by the Superintendent at the request of the pupil.

### **Suspension**

The Principals of the Clarion-Goldfield-Dows Community Schools are authorized to suspend a student from school for a period not exceeding three (3) days for breach of discipline. A suspension may include after-school activities. Breach of discipline will be handled as follows:

- ~ First occurrence -Parents are contacted by the principal or designated personnel. If the parents can't be reached by phone, a letter will be sent. The student will make up time as assigned by the principal or designated certified personnel.
- ~ Second occurrence - Parents are contacted by the principal or designated certified personnel and notified that the student is suspended for up to three days.
- ~ Third occurrence - The student will be referred to the superintendent for disciplinary action.

At anytime that the behavior warrants, the principal and/or the superintendent may recommend a student be brought before the Board of Education for disciplinary action. Upon verification of facts, suspension may occur on the first offense for the following causes. However, the normal procedure will be as outlined above.

1. Theft of any kind or being in unlawful possession of personal property of another.
2. Threatening, intimidation, or menacing any other person.
3. Use of profane or indecent language either verbally or in writing.
4. Possession of tobacco on school premises.
5. Possession of matches or lighters on school premises.
6. Gambling
7. Fighting
8. Truancy: Truancy is defined to mean when a student does not attend class or school and does not have the permission of his/her parents or a teacher to be absent.
9. Other causes: Continued disregard for school regulations when other remedies have failed may be cause for suspension or recommendation for expulsion.

Verification of the following offenses requires suspension:

1. Acts of willful defiance or disobedience against school personnel of such serious proportion that orderly operation of the school is threatened.
2. Smoking and/or chewing tobacco on school premises.
3. Willful damage to property, defacing, destroying or otherwise injuring any school district property, or the malicious injury or destruction of any persons real or personal property.
4. Fire setting or attempted fire setting of any kind.
5. Willful disruption of school or interfering with the peaceful conduct of the activities of the school.

### **Expulsion**

Only the Board of Directors may expel students and such action must be taken at a board meeting - regular or special.

The case will be referred by the Principal and Superintendent to the Board of Education for action, when the breach of discipline is serious enough to warrant possible expulsion.

The following discipline problems will require board action:

1. School districts must expel students for a minimum of one year for bringing a weapon to school or for possessing a weapon at school or at a school sponsored activity. The penalty period is a minimum of one year, not "until the end of the semester/school year." therefore, if a student is expelled in March of 2013, the student cannot return until March of 2014. "Weapon" is defined as a firearm, which includes guns and bombs. A knife or other dangerous object is not considered a weapon for which the mandatory expulsion applies. Possession of a knife or other dangerous object may result in the year expulsion depending on the circumstances of the individual case.
2. The use, sale or possession of controlled substances or alcohol on school property.
3. Other situations of such a nature that may require immediate attention.
4. The principal shall notify the police when deemed necessary.

### **Assemblies**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

### **Harassment and Bullying**

The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing, or any other victimization.

It is the policy of the Clarion-Goldfield-Dows Community Schools to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct designed to reduce the dignity of that individual with any form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing harassment within the school setting. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered verbal, physical or sexual harassment shall report such matters in a timely manner to a teacher, counselor or a building administrator.

## Procedure For Reporting Harassment

Students shall follow these procedures when reporting harassment:

Step 1: Communication to the harasser that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or staff member you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.

What happened

What you said/did

When it happened

How you felt

Where it happened

How harasser responded

Who harassed

Note exact statements

List any witnesses

Retaliation against a student because the student has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

## Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of their doctor, parents and school nurse. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions to the school nurse for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the principal's secretary or the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

## Visitors/Guests

Visitors to the school grounds must check in at the principal's office. All visitors are required to register and visibly wear a Visitor identification badge during their visit. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Expelled or suspended students, or students who have dropped out during the present school year will not be permitted to visit. Parents are always welcome and we encourage you to visit school.

## Cheating/Plagiarism

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. For a second offense a student is subject to removal from class with loss of credit and/or a failing grade.

## Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules.

- ~ The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.
- ~ Riders must be at the designated loading point before the arrival time.
- ~ Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- ~ Riders must not extend arms or heads out of the windows at any time.
- ~ Aisles must be kept cleared at all times.
- ~ Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- ~ Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- ~ Riders may be assigned a seat by the driver.
- ~ Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- ~ Riders are not permitted to leave their seats while the vehicle is in motion.
- ~ Waste containers are provided on all vehicles for riders' use.
- ~ Permission to open windows must be obtained from the driver.
- ~ Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.

- ~ The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- ~ Riders should assist in looking after the safety and comfort of younger riders.
- ~ Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- ~ Riders must not throw objects about the vehicle nor out through the windows.
- ~ Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- ~ Riders must keep their feet off the seats.
- ~ Roughhousing on the vehicle is prohibited.
- ~ Riders must refrain from crowding or pushing.
- ~ The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- ~ The good conduct rule is in effect.

### **Due Process**

As part of your school life, you have responsibilities:

1. To become informed of and adhere to reasonable school regulations
2. To respect other people's rights
3. To refrain from libelous remarks and unnecessary obscenities
4. To be present and punctual
5. To maintain a good level of academic achievements
6. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline

These responsibilities go hand in hand with your rights to due process, which includes the following basic concepts:

1. Rules and regulations that are fair and reasonable
2. Rules and regulations that don't infringe upon constitutional rights
3. Procedural fairness is exercised when disciplinary action is taken, including the following steps

#### Procedural Due Process

- A. Adequate publishing of policies and rules, changes, penalties, etc.
- B. Adequate notice to students and parents of an accusation
- C. Elements of a fair hearing:
  1. Presence of students, parents, counsel, and teachers

2. Chance to refute charges, present evidence and witnesses
  3. Chance to view evidence and cross examine accusers
  4. A hearing before an impartial tribunal with decisional powers
  5. A record of the proceedings (transcript or tape recordings)
  6. Opportunity for an appeal to a higher authority
- D. The formality of the hearing should be commensurate with the seriousness of the charge.

### **Closed Campus Policy**

Providing a safe and orderly campus environment is important. Therefore all students are required to stay on campus upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all students must check out through the attendance office.

### **Hall Passes**

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal.

### **Dances**

Clarion-Goldfield-Dows Middle School and High School holds dances for the enjoyment of our students. There are parameters established for sponsored activities.

1. Rules: All school rules are in effect at all school-sponsored activities.
2. CGD HS and guests: For couple dances, CGD HS students may invite non-CGD students as their guest. For dances, one of the individuals in a couple must be currently enrolled at CGD HS. Middle School students are not allowed at high school dances. Middle School dances are for CGD MS students only.
3. Re-entering the activity: Students leaving prior to the end of the dance for any reason may not re-enter the dance.

### **Skateboards/Rollershoes**

Providing a safe campus environment is important. Therefore, skateboarding or rollershoes on school property is NOT permitted. Failure to comply with these regulations may result in surrendering the equipment.

### **Forged Notes**

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

## **Freedom of Expression**

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur.

However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

1. Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
2. A breakdown of student order, including riots or destruction of property.
3. Widespread shouting or boisterous conduct.
4. Substantial student participation in a school boycott, sit-in, stand-in, walk-out, or similar activities.
5. Physical violence, fighting, or significant harassment among students.
6. Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators), creating a hostile educational environment.
7. Defamation or untrue statements.
8. Statements that attack, or that tend to provoke a physical response (including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response).
9. Speech likely to result in disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Students, who violate these standards for verbal and written expression, shall be subject to corrective action or discipline, up to and including suspension or expulsion. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District. Students, who violate the standards for verbal and written expression, shall be subject to corrective action or punishment, up to and including suspension or expulsion.

## **Parking**

Parking in student parking lots is a privilege. Cars that are inappropriately or illegally parked or cars parked so as to cause a safety hazard may receive a warning or be towed. Repeated violators may be towed at owner expense.

## **Public Display of Affection**

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined.

## **School Property**

Students who damage school property at school or while under school jurisdiction may be suspended and/or disciplined. The student, parent/guardian shall be liable for damages. All students are expected to respect and care for all property of the school including building facilities, desks, chalkboards, books, lavatories, lockers, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school district property at any time is good cause for discipline up to and including expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid. When the pupil and parent/guardian are unable to pay for damages, a program of voluntary work for the pupil will be provided in lieu of monetary payment.

## **Search and Seizure**

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to conduct a search--The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. This may be with the assistance of law enforcement.
2. General Inspection--School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. Locker/Desk/Storage Area Inspections--All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
4. Personal Searches--A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Motor Vehicle Searches--Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

## **Student Property**

The school district assumes no responsibility for loss of student's personal property or for items such as (but not limited to) digital devices, iPads, iPods, radios, tape recorders/players, cameras, pagers, cellular phones, CD players, camcorders, Game Boys, electronic games, and skateboards. These distracting items are not to be used in school and may result in confiscation and/or disciplinary action.

## **Cell Phone Use**

Student use of personal communication devices is discouraged anytime during the school day. Cell phones and electronic devices will not be used on school transportation or in the school building, unless permission is granted by the driver, coach, supervising teacher or administrator.

During any school-related event or on school property or during the school day, the school does not allow the capturing of video, audio, or photos on school property without the permission of administration or supervising teacher.

Personal communication devices include, but are not limited to cellular phones, pagers and Palm Pilots with communication capacities. Personal communication devices must be kept out of sight and with ringers turned off during class. Using personal communication devices is prohibited during class or anytime when an invasion of privacy is an issue. Examples of inappropriate areas include, but are not limited to locker rooms, restrooms and dressing rooms. Student use of personal communication devices will result in disciplinary action which may include confiscation of the phone. In severe situations, disciplinary action may include suspension or expulsion. An example of an instance that may result in expulsion is taking pictures with a personal communication device in a locker room.

## **Cafeteria**

The school district operates a lunch (and breakfast) program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. No food can be ordered out and delivered to school. Both middle school and high school have a closed lunch.

## **Physical Education**

Physical Education is required of all students unless they have a written excuse from a doctor. Separate gym shorts are required for all PE classes. All students participating in P.E.

should wear proper equipment, should keep equipment clean (wash it weekly) and should shower at the end of every P.E. class.

## **Drivers Exams**

Students will not be dismissed to take drivers exams. On rare occasions the building principal could make an exception if conditions warrant the exception. There is ample time after school to take care of this.

## **Promotion Requirements**

The following pertains to promotion requirements for middle school students. The rationale behind this proposal is to encourage those students who are not working up to their capacity to work harder and thus alleviate problems that quite often are encountered at the high school level. It should help the teacher who is struggling with the problem of what to do with the student who does not try. Definite requirements will place the responsibility more on the student as he/she will not be passed without effort. The policy is not intended to put undue pressure on the student who may have various learning abilities. The student who does not meet the minimum requirements will have several options available to correct the deficiency. Our goal will be to prevent a student from doing nothing for three years and then moving on to the high school with inadequate background. In order for a student in the Clarion-Goldfield-Dows Middle School to be promoted, the following minimum grade requirements must be met:

### **Grade Six**

A sixth grade student must pass 12 of 15 trimester units for the following classes:

Math (3), Science (3), Language Arts (3), Social Studies (3), Reading (3), plus 10 of 14 units for the following classes: Physical Education (3), Art (1), Vocal Music (3), Iowa History (1), Quest (1), Technology (1), Math Projects (1), (A total of 21 of 26 units).

### **Grade Seven**

A seventh grade student must pass 18 of 21 trimester units for the following classes: Math (3), Science (3), Social Studies (3), Language Arts (3), Physical Education (3), Application of Learning (3), Reading (3), Plus 4 of 5 additional units from the following: Art (1), Life Skills, Technology (1), Research (1), Home Ec (1) (A total of 21 of 25 units.)

### **Grade Eight**

An eighth grade student must pass 18 of 21 trimester units for the following classes: Math (3), Science (3), Language Arts (3), Social Studies (3), Physical Education (3), Applications of Learning (3), Reading (3), plus 4 of 5 additional units from the following: Art (1), Leadership (1) Careers (1), Health (1), Industrial Arts (1). (A total of 21 of 25 Units).

Any student who does not meet these minimum requirements or who fails all three trimesters of any class will be subject to review by a committee composed of the middle school faculty, principal, and counselor. The student and his/her parents will be required to meet with this committee to consider the following factors:

1. Age of student
2. Previous retention
3. Learning disability
4. Cooperation of the student and parents
5. Attitude and motivation of the student
6. Socio-economic factors of parents
7. Other factors pertinent to the evaluation

The review committee will then recommend all or part of the following procedures to the parents. These recommendations must be met before the student will be promoted.

1. Professional tutoring
2. Summer school attendance
1. Professional tutoring
2. Summer school attendance
3. Testing for a learning disability
4. Professional counseling
5. Placement in a remedial class
6. Repetition of one or more subject areas
7. Repetition of the entire grade level

### **Graduation**

Students must have successfully completed the courses required by the Board for graduation. Students must successfully complete all the required courses of study prior to graduation as determined by the State Department of Education and the Board. No student will be permitted to participate in Commencement unless the student has successfully met all requirements for graduation as established by The Board of Education, by State Statute and standards set forth by the State Department of Education. It shall be the responsibility of the superintendent to ensure that high school students complete the proper credits prior to graduation. All students must complete 47 credits. The following credits will be required:

#### **Course Units**

~ English 4 credits-completion of English 9, English 10, 1 Literature class & three electives

Math 3 credits-completion of either Algebra I or applied math, Algebra II or Pre- Algebra, & Geometry or Consumer & Vocational Math, Math 12 or Trigonometry

~ Social Studies 3 credits-completion of American History I, American History II, Government & one elective

~ Science 3 credits-completion of General Science, Biology & 2 semesters of electives

~ Health 1/2 credit

~ PhysEd 2 credits-P.E. credits are not a part of student grade point averages, but are required by the C-G school district and the State of Iowa for graduation. Requirements in Physical Education may be waived by Administration for reasons that are outlined in the Code of Iowa.

Special education students may meet individual graduation requirements as stated in their individual education plan. The Board shall have complete discretion to determine extraordinary circumstances.

Students seeking early graduation must follow the process outlined in Board Policy 609.5. Contact the high school principal with further questions. The Board will review the required course of study every three years.

### **Correspondence Credit**

Any credit earned by correspondence, must first be approved by the principal and the board of education. A maximum of two credits will be accepted in a student's high school program for graduation.

### **Independent Study**

Independent study is offered to select students of Clarion-Goldfield-Dows High School. Independent study is used to fill the need for specialized curriculum by individual students. Classes taken through independent study are designed so the student will gain as much or more knowledge as he/she could in a traditional class. In order to enroll in independent study approval must be given by the supervising teacher, guidance counselor and principal. It will be the student's responsibility to arrange time for meeting with the teacher.

### **Pass/Fail**

Students are encouraged to take advantage of the variety and/or more challenging courses available in the Clarion-Goldfield-Dows High School. For this reason, students are allowed to designate selected coursework to be taken on a pass/fail basis. In order for a course to be taken pass/fail the following conditions must be satisfied.

1. Students may take a total of two courses on a pass/fail basis per semester.
2. Courses taken pass/fail are electives.
3. Courses are designated pass/fail the first week of the semester.
4. Courses may be changed to a graded basis if done before the semester exam.
5. Pass/fail grade will not count on the student's grade point unless it is failed. Passed classes will be applied to minimum credit totals for graduation.



## Athletics/Activities

Since it is a privilege to represent a school in athletics/activities, the school must have the authority to revoke the privilege when students do not meet the standards set forth. This responsibility not only exists while the students are involved in their chosen sport/activity but shall be required of them most certainly while at school and at other times. All students are invited and encouraged to take part in activities. As the program is voluntary, all students desiring the advantages of participation in the activities should be prepared to follow all rules and regulations as determined by the administrators, athletic staff and School Board. Participation is a privilege that can be revoked. Students not willing to comply with rules and regulations, will not be permitted to participate in the program.

Every student/athlete is expected to:

Display dedication to hard work in practice.

Display sportsmanship in defeat as well as in victory.

Display a respect for authority.

Display a spirit of cooperation.

Display a high standard of social behavior.

## Co-Curricular Academic Eligibility Code Policy No. 503.6

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who fail to abide by this policy and the administrative regulations supporting it, may be subject to disciplinary measures. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity, in accordance to the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, Iowa High School Speech Association, Iowa Department of Education and Code of Iowa.

Academic eligibility requirements are generally considered as high school standards. The middle school principal, staff, parents and appropriate authorities may identify alternative consequences considered more effective. Eligibility may be maintained if considered important to the middle school concept and plan to improve behavior and academics.

For all interscholastic contestants (Athletic and Fine Arts)

1. Earn passing grades in all classes and make adequate progress toward graduation to remain eligible.
2. Receive credit in at least four subjects.
3. Be less than 20 years of age.
4. Clarion-Goldfield-Dows grading period is the end of each semester.
5. Eligibility is determined at the end of each semester.
6. If an ineligible student earns passing marks in all courses for two consecutive semesters, they are declared eligible for participation.

For Student Athletes

1. Reestablishing eligibility is satisfied after 30 consecutive school days of ineligibility and earning passing grades in all subjects following the ineligibility period.
2. If not passing all at end of a final grading period, student is ineligible for first period on 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously.
3. Students in baseball or softball have the same penalty as all other students.
4. All interpretations of this rule will be done through collaboration with the IHSAA or IGHSAU, as outlined in the Iowa Code.

For Fine Arts Students:

1. 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 competitive interscholastic events within a period of 30 consecutive school days.
2. The period of ineligibility will begin the first school day following the day grades are issued by the school district. All interpretations of rule will be done through collaboration with the IHSMA or IHSSA, as outlined in the Code of Iowa.

For All Other Activities

Students must be passing all classes at the time of the activity to be eligible to participate and maintain passing grades throughout the entire activity.

### Study Tables

At any time during a grading period, if a student is failing or incomplete in any subject, the student must seek help from a teacher five times per week, outside the assigned class period, to remain eligible in the event in which they are involved. If a student does not seek the help and have it documented, they will be deemed ineligible until they are either passing all subjects, or resumes seeking help.

Adopted: January 15, 2007 Revised: May 12, 2008 Reviewed:

Legal Reference: (Code of Iowa) 261(c), 36.15(2)

Related Policy and /or Administrative Rules and Regulations: Adopted 3/2/06, effective 7/1/06, (Policy replaces 503.6 Interscholastic Competition first adopted 7/11/94)

## **Policy Title: Student Good Conduct Rule**

**Code No. 503.9**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who fail to abide by this policy and the administrative regulations supporting it, may be subject to disciplinary measures. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity, in accordance to the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, Iowa High School Speech Association, Iowa Department of Education and Code of Iowa.

### **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Clarion-Goldfield-Dows 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 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 records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Art Club, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/Court, prom, class officer, student government officer or representative), state contests and performances for cheerleading, or any other activity where the student represents the school outside the classroom.

To retain eligibility for participation in Clarion-Goldfield-Dows High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Good conduct requirements apply to both high school and middle school. The middle school principal, staff, parents and appropriate authorities may identify alternative consequences considered more effective. Eligibility may be maintained if considered important to the middle school concept and plan to improve behavior and academics.

### **Good Conduct Rule Violation**

Students are said to be in violation of the Good Conduct Rule if:

1. Found so by a court of law
2. Admits to violating the rule
3. A staff member witnesses a student breaking a guideline
4. When the administration believes it is more likely than not that the student violated the Good Conduct Rule.

### **Due Process**

Any student who is found by the administration and hearing committee to have violated the Good Conduct Rule may obtain review of this determination by the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The grounds for review by 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 and hearing committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Any student, who after a hearing at which the student shall be confronted 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:

1. Possession, use, or purchase of tobacco or look alike products
2. Possession, use, or purchase of alcoholic beverages, look alike beverages, including beer and wine
3. Being in attendance at a function or party where alcohol or other drugs are being consumed illegally
4. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs or look alike drugs
5. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)

6. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities/school personnel), serious hazing or harassment of others.

If a student transfers in from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible for an amount of time that would fulfill the student's current ineligibility. This will be determined by the student's respective building principal.

### Penalties

Any student, after a hearing before the extracurricular hearing committee, who is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

- First Offense: Four (4) Designated Events \*\*  
Second Offense: Eight (8) Designated Events or 12 consecutive months, which ever has the least impact \*\*  
Third Offense: Twelve consecutive months

### Use of alcohol or Controlled Substance Violation \*\*

Students shall not use or possess alcohol /drugs and shall not use, have in possession, buy, sell, or give away any controlled substance or look-alike controlled substance as defined by Iowa law. This includes being in a car or attendance at a party or social function where alcohol or other drugs are knowingly being consumed illegally. To avoid ineligibility, the student must immediately leave the party or social function after learning that alcohol or other drugs are being consumed. Any student who remains in the company of others who consume alcohol or other drugs are subject to being charged with possession of alcohol or other drugs.

In the event that a student is charged with possession of alcohol pursuant to Code of Iowa, the following steps may be taken by the student to distinguish the possession of alcohol charge from the consumption of alcohol charge and their resulting penalties.

1. The student must immediately, upon being charged with possession of alcohol, request and submit to a test that measures alcohol content (commonly known as a breathalyzer test).
2. The student must report said incident to his/her coach, activity director, or principal at the beginning of the next school day.

Upon the completing steps 1 and 2 above and evidence from the breathalyzer test showing no alcohol was consumed, the student shall be subject to penalty of being ineligible and excluded from 1 designated event. Failure to request and submit to breathalyzer test, when charged with possession of alcohol, has same resulting penalties as consumption of alcohol.

### Reduction in Penalty

1. Evaluation and Treatment: The penalty for a violation in use of alcohol or controlled substance may be reduced in half if the student enrolls in and makes satisfactory progress towards the successful completion of an approved program designed for the treatment of persons abusing alcohol, marijuana or controlled substances. The administration reserves the right to determine what satisfactory progress is. If it is not possible to complete the program before the student's eligibility is finished, this option may not be extended to the student.
2. Behavior Agreement: A student who has been found to have violated the Good Conduct Policy through an act that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with their respective building principal and athletic director or delegated to an Extracurricular Hearing Committee, but in no event shall the reduction exceed one-third of the penalty.

### Rules Governing Ineligibility Suspensions

1. A student who is in violation of the policy shall be withheld from the specified number of extracurricular appearance/competitions beginning with his/her next scheduled appearance/competition immediately following the violation and from each appearance/competition immediately thereafter until the specified number has been satisfied.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. The ineligibility period shall not be considered served until the student completes the season in which the ineligibility period is served.
4. If a student drops out of an activity prior to completion of the ineligibility period, the remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation or academic reasons, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Adopted: July 11, 1994 Revised: January 15, 2007 Reviewed: \_\_\_\_\_

Legal Reference: (Code of Iowa) 261(c)

Related Policy and /or Administrative Rules and Regulations: 36.15(2) {Adopted 3/2/06, effective 7/1/06}

**EXTRA CURRICULAR ACKNOWLEDGEMENT FORM**

Code No. 503.9R

I, as a parent of the student below, have read the policies and rules set forth for extra-curricular participation at the Clarion-Goldfield-Dows Community Schools and give my son or daughter permission to participate under those conditions.

\_\_\_\_\_  
Date **Parent's Signature**

**EXTRA CURRICULAR ACKNOWLEDGEMENT FORM**

Code No. 503.9R

By signing the following: (1) the individual is declaring to the school that he/she is anxious to participate in an extra curricular program that demands high standards of every participant, (2) he/she is stating that he/she has read and understands the rules and regulations and the procedures involved when violations occur.

AN ATHLETE WILL NOT BE PERMITTED TO CHECK OUT EQUIPMENT UNTIL THE PHYSICAL, INSURANCE, HANDBOOK ACKNOWLEDGEMENT, AND OTHER ADMINISTRATIVE FORMS REQUIRED BY A COACH, HAVE BEEN SUBMITTED TO THE ATHLETIC DIRECTOR. FAILURE TO COMPLY WITH THE ABOVE MEANS THAT ATHLETE WILL NOT PRACTICE OR COMPETE UNTIL ALL ITEMS HAVE BEEN SUBMITTED.

I agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, games, meets or performances. Also, I understand that I will be unable to participate in any scheduled practice and/or contest until this acknowledgement has been signed and returned to the school.

\_\_\_\_\_  
Date **Student's Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Year in School Telephone

I UNDERSTAND ALL RULES AND REGULATIONS SET FORTH IN THE PAGES OF THIS HANDBOOK INCLUDING TRAINING RULES. I AM FULLY AWARE OF THE PENALTIES FOR VIOLATION.

\_\_\_\_\_  
Date **Athlete's Signature**

*Athletes: Print this form (6 pages), sign it, and return it with your physical examination form, insurance form or waiver, to the athletic director.*

*Students who participate in extra-curricular but not athletics, print the last 6 pages, sign it, and return it to the high school office.*