



CLAY CENTRAL EVERLY

Where learning is a journey, not a destination.

**STUDENT HANDBOOK
2016 – 2017**

Regular Bell Schedule

Period 1..... 8:35 – 9:15

Period 2..... 9:18 – 9:58

Period 3..... 10:01 – 10:41

Period 4..... 10:44 – 11:24

1st Lunch A..... 11:24 – 11:44

 Period 5..... 11:47 – 12:24

 Period 5..... 11:24 – 11:44

2nd Lunch B..... 11:44 – 12:04

 Period 5..... 12:04 – 12:24

 Period 5..... 11:24 – 12:04

3rd Lunch C..... 12:04 – 12:24

Period 6..... 12:27 – 1:07

Period 7..... 1:10 – 1:50

Period 8..... 1:53 – 2:33

Period 9..... 2:36 – 3:16

Two (2) Hour Late Start Bell Schedule

CLASSES START10:35 AM

PERIOD 1 OR PERIOD 2.....10:35 AM – 11:13AM

PERIOD 3 OR PERIOD 4 11:16AM - 11:54 AM

Grades 7-9:

Lunch Shift A.....11:54 AM – 12:18 PM

PERIOD 5.....12:21 PM – 1:03 PM

Grades 10-12

Lunch Shift B.....12:39 PM – 1:03 PM

PERIOD 511:57 AM – 12:39 PM

PERIOD 6.....1:06 PM- 1:36PM

PERIOD 7.....1:39PM – 2:09 PM

PERIOD 8.....2:12 PM - 2:42 PM

PERIOD 9.....2:45 PM - 3:16 PM

BELL SCHEDULE
2 ½ HOUR EARLY DISMISSAL

PERIOD 18:35 AM - 9:18 AM

PERIOD 29:21AM - 10:04 AM

PERIOD 310:07AM - 10:53 AM

PERIOD 410:57AM - 11:36 AM

LUNCH SHIFT A: 11:36 AM – 11:57 AM

PERIOD 5: 12:00 PM – 12:18 PM

LUNCH SHIFT B: 11:57 AM - 12:18 PM

PERIOD 5: 11:39 AM – 11:57 AM

PERIOD 6, 7, 8 or 9..... 12:21 PM – 12:50 PM

Student Success Time

Student Success Time..... 8:35 – 9:15

Period 1..... 9:18 – 9:47

Period 2..... 9:50 – 10:19

Period 3..... 10:22 – 10:51

Period 4..... 10:54 – 11:24

1st Lunch A..... 11:24 – 11:44

Period 5..... 11:47 – 12:24

Period 5..... 11:27 – 11:44

2nd Lunch B..... 11:44 – 12:04

Period 5..... 12:07 – 12:24

Period 5..... 11:27 – 12:04

3rd Lunch C..... 12:04 – 12:24

Period 6..... 12:27 – 1:07

Period 7..... 1:10 – 1:50

Period 8..... 1:53 – 2:33

Period 9..... 2:36 – 3:16

TABLE OF CONTENTS

MISSION STATEMENT AND PHILOSOPHY..... 8
Mission Statement..... 8
Vision Statement..... 9
Philosophy..... 9
GOVERNANCE STATEMENTS..... 10
Equal Educational Opportunity..... 10
Jurisdictional and Behavioral Expectations Statement..... 10
School Fees..... 11
Emergency Forms..... 12
Technology Program..... 12
STUDENT SCHOLASTIC ACHIEVEMENT..... 13
Educational Equity Statement..... 13
Grade Reports..... 13
Semester Tests..... 13
Human Growth and Development..... 13
Open Enrollment (Reference Board Policy 501.11)..... 14
Graduation Requirements..... 14
Diploma Status at Clay Central - Everly High School..... 15
Minimum Student Requirements..... 16
Course Changes..... 16
 Online Learning Classes..... 17
 Student Success Time..... 17
Incompletes..... 17
Credit Failures..... 17
Study Hall..... 17
Honor Roll and Academic Honors (Reference Board Policy 503.8) 18
Grade Point Average (GPA)..... 18
Academic Letters..... 18
 Honor Students..... 18
Academic Eligibility Requirements..... 19
Early Graduation (Reference Board Policy 605.41)..... 19
Post Secondary Enrollment Options Program..... 19
Alternative School Policy..... 21
STUDENT ATTENDANCE POLICY..... 22
Attendance Requirements..... 22
Attendance Requirements for Activities..... 23
Parental Consent..... 23
Make-up Work..... 24
College Visits..... 24
Senior Early Release..... 24
Unexcused Absence (Truancy) and Tardy..... 24
Inclement Weather..... 25
STUDENT HEALTH, WELL-BEING, AND SAFETY..... 26
School Grounds..... 26
HAWK-I Insurance for Children..... 26
Immunizations..... 26

Physical Examinations.....	26
Emergency Drills.....	27
Administration of Medication.....	27
Student Illness or Injury at School.....	27
Student Insurance.....	28
Communicable and Infectious Diseases.....	28
Health Screening.....	28
Asbestos Notification.....	28
STUDENT ACTIVITIES.....	30
Assemblies.....	30
Field Trip.....	30
Activity Bus.....	30
Use of School District Facilities by Student Organizations.....	31
School-Sponsored Student Organizations.....	31
Student Activity Tickets.....	32
Dances and Prom.....	32
Student Funds and Fund Raising.....	32
STUDENT RECORDS.....	34
STUDENT RIGHTS AND RESPONSIBILITY.....	36
Student Search and Seizure.....	36
Student Lockers.....	37
Threats of Violence.....	37
Harassment, Bullying, Hazing or Initiations.....	37
Sexual Abuse and Harassment.....	38
Sexual Abuse and Harassment of Students by Employees.....	38
Dress Code.....	39
Care of School Property.....	40
Driving and Biking to School.....	40
Hall Passes.....	40
Illegal Items Found in School or in Students' Possession.....	40
Internet.....	41
Cheating or Plagiarism.....	41
Posting of Information.....	41
Electronic Media and Communication Devices.....	41
Fighting.....	41
MISCELLANEOUS.....	43
Telephone Use During the School Day.....	43
School Announcements.....	43
Visitors/Guests.....	43
Legal Status of Student.....	43
Cafeteria.....	43
Buses and Other School District Vehicles.....	44
Media Center.....	45
Counseling Program.....	45
Inspection of Educational Materials.....	45
College and Military Recruiters.....	45
EXTRA-CURRICULAR ACTIVITIES.....	47

Statement of Philosophy.....	47
Student Activities' Code.....	47
Injury Reports.....	47
Locker Room Procedures.....	48
Equipment Rooms.....	48
Gymnasium Procedures.....	48
Open Gym.....	49
Changing Sports.....	49
Attendance Regulations.....	49
Reporting for Practice.....	49
Conduct on Trips.....	50
Bus Rules.....	50
Going to and from Activity Centers.....	50
Unauthorized Possession of School-Owned Equipment.....	50
Use of Abusive Language and/or Personal Confrontation (Fighting)	50
Personal Appearance.....	50
Procedure When Leaving a Squad.....	51
Booster Clubs.....	51
Practices.....	51
Academic Eligibility Requirements.....	51
Rules Concerning Good Conduct.....	52
Rules Concerning Alcohol, Tobacco, and Other Drugs.....	52
Determination of Violation.....	54
Special Provisions.....	54
Hearing Procedure.....	54
Transfer of Policy.....	55
Suspension/Expulsion.....	55
GOLD CORD SOCIETY.....	55
COMPUTER HANDBOOK.....	59

MISSION STATEMENT AND PHILOSOPHY

Mission Statement

To develop and maintain a safe and positive environment that promotes a sense of self-worth, responsibility, high expectations, and life-long learning within our ever-changing society.

Vision Statement

The Clay Central - Everly School District will become the best, most effective school of choice for parents and students in Northwest Iowa.

Philosophy

The Board of Directors believes that the Clay Central - Everly Community School District should provide the most qualified administrative, instructional, and operating staff and physical facilities that it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The Board believes that it is the responsibility of the school to provide learning opportunities for all the children of school age in the district. In addition, the district supports providing educational and/or recreational programs through cooperative programming with other agencies and through self-supporting efforts by the program participants.

The Board believes that, so far as is administratively and economically feasible, students should be treated as individuals with their own particular capabilities, aptitudes, and personalities. The students should be active participants in the learning process and not simply passive absorbers of knowledge. They should be life-long independent learners.

It is the function of the educational process to provide students with opportunities for obtaining the knowledge, experience, and skills, which careful individual studies indicate, will prepare them to make a positive contribution to society and to themselves.

The Board believes all students, regardless of whether they choose a vocation or further formal education, should have satisfactorily completed a basic course of study as outlined in the handbook before being awarded a high school diploma.

The Board of Directors believes that its purpose and objectives can be realized when the educational program through written board policies, which are based upon state statutes and the needs of the Clay Central - Everly Community School District.

GOVERNANCE STATEMENTS

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of 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.

Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the board secretary and can be reached at (712) 933-2242. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., Eighth Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students in experiencing behavior and learning difficulties. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the guidance counselor at (712) 834-2227.

Jurisdictional and Behavioral Expectations Statement

· This handbook is an extension of the board policy and is a reflection of the goals and objectives of the school board. The board, administration, and staff expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of other. Students are expected to treat teachers, staff, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, obscene gestures, or public displays of affection.

· This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policy, rules, and regulations are in effect twelve months a year. A violation of a school district policy, rule, regulation, or student handbook 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, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

- The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions 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 high school office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

School Fees

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

Emergency Forms

- At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents.
- The emergency form also includes a statement that gives the school district permission to release the students to the alternate person in the event the parents cannot be reached.
- Parents must notify the office, if the information on the emergency form changes during the school year.

Technology Program

- High school students have the opportunity to use a computer for school needs at school and at home.
- High school students and parents will be required to pay a computer fee and sign a computer contract agreement before students are issued a computer.
- All policies and procedures of this initiative are available in the High School Computer Initiative Handbook.

STUDENT SCHOLASTIC ACHIEVEMENT

Educational Equity Statement

It is the policy of the Clay Central - Everly Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles of the total curriculum and teaching strategies to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Grade Reports

- Students receive progress reports in the form of report cards at the middle and end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.
- Students who receive an incomplete in a class must complete the class within one week after the end of the quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete will result in a failing grade and loss of credit.

Semester Tests

- Semester tests are required for all students in all classes at the end of first semester. Second semester tests are required for students that have a C or lower in class. Students maintaining a C+ or better for both third and fourth quarters are exempt from taking second semester tests.
- Students may volunteer to take a semester test to improve their grade; this test cannot cause the semester grade for that class to go lower.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal, if they wish to review the curriculum, or to excuse their child from human growth and development instruction.

Open Enrollment (Reference Board Policy 501.11)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1** of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Board Secretary for information and forms. Students must provide notice of open enrollment annually.

Graduation Requirements

In order to graduate from Clay Central - Everly a student must:

- Accumulate 48 total credits. In order to receive full credit a student must receive a passing grade (D) or better and meet the attendance requirements.
- Full year courses are worth 2 credits each, half-year courses are worth 1 credit each, and Physical Education is worth 1 credit for the year.

The following courses are graduation requirements:

English (8 credits):

- English I
- English II
- English III
- One additional high school year

Math (6 credits):

- Three high school years

Business (1 credit)

- Computer Applications
- Personal Finance

Science (6 credits):

- General Science 1 or Physical Science
- General Science II or Biology
- One additional high school year

Social Studies (6 credits):

- US History
- Government

Health Education

(1 credit):

Total credits required for graduation:	48 credits
Requirements:	25 credits
Other (electives):	23 credits

Credit is given for:

- Band- 1 credit per year
- Chorus- 1 credit per year
- Physical Education- 1 credit per year
- Health- 1 credit per year

(Note: the Physical Education credits do not count toward the 48 required graduation credits)

(Note: Band, Chorus and Physical Education are not included in student GPA)

· Graduation (Reference Board Policy 505.4 and 605.4)

- Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities may not be allowed to participate. Students are not required to participate in the graduation ceremony.

Diploma Status at Clay Central - Everly High School

§ There are three different types of diplomas that are issued to graduating seniors at Clay Central - Everly High School. They are diploma, diploma of merit, and honors diploma.

§ A description of each kind of diploma is listed below:

- **Diploma:** Based on the achievement of all Clay Central - Everly Community School requirements for graduation.
- **Diploma of merit:** Based on the achievement of all Clay Central - Everly Community School requirements for graduation with an additional four (4) credits and a 2.5 GPA. Eligibility for this diploma is also contingent upon a score at the 40th percentile or above on the "composite" score in Grade 11 for the ITED. An ACT composite standard score of 18 or higher may delete the ITED score.
- **Honors diploma:** Based on achievement of all Clay Central - Everly Community School requirements for graduation with an additional eight (8) credits and a 3.25 GPA. Eligibility for this diploma is also contingent upon a score at the 80th percentile or above on the "composite" score in Grade 11 for the ITED. An ACT composite standard score of 24 or higher may delete the ITED score.
- **Certificate of Attendance:** A certificate of attendance may be awarded under the provisions of an Individual Education Plan.

Minimum Student Requirements

· Students must be registered for at least six academic courses per semester and Physical Education.

Chapter 12 - State of Iowa; Physical Education and Health Requirements Grades 9-12.

· Health (one unit). Health instruction shall include personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and nonuse; emotional and social health; health resources; and prevention and control of diseases, including sexually transmitted diseases and acquired immune deficiency syndrome, current crucial health issues, human sexuality, self-esteem, stress management, and interpersonal relationships.

· Physical education shall include the physical fitness activities that increase cardiovascular endurance, muscular strength and flexibility; sports and games; leisure and lifetime activities.

· All physically able students shall be required to participate for a minimum of one-eighth unit during each semester they are enrolled:

· **Student Waiver:**

- A pupil is not required to enroll in either physical education or health courses if the pupil's parent files a written statement with the school principal that the course conflicts with the pupil's religious belief. Iowa Code section 256.11

Course Changes

- Students who wish to add or drop a class must do so within three days of the start of the semester. Permission from the teacher and guidance counselor, along with the parent's signature are necessary to add or drop a class.
- The high school counselor is responsible for schedule changes. Class changes must be completed no later than the third (3rd) day of the semester unless special permission is granted to extend the deadline.
- A schedule change must have the approval of the following: teacher(s) involved with the change, parent, and counselor.
- A teacher may request a schedule change or a drop from a class for a student at any time due to a behavioral or academic problem. This process requires student, counselor, and parent participation as well as approval from the principal.

On-Line Learning Classes

- The school district makes available to students on-line learning classes.

Student Success Time

- Student Success Time is for students in grades 7-12 whose purpose is to improve student achievement.
- Junior High students with a grade of a D or an F will go to their designated teacher. 7th graders in good academic standing will go to the library and 8th graders will go to the cafeteria. Students needing to wait for the bus and are not on the deficiency list can wait in the cafeteria or can use the weight room (with supervision).
- Students in grades 9-12 on the academic deficiency list with a grade of a D+ or lower need to remain in attendance at school during the designated Student Success Day.

Incompletes

- Students receiving an incomplete on their report card must have all course work completed within one week of the last day of class under normal circumstances to become eligible for Honor Roll status for the quarter or semester.
- An incomplete will become an (F) if the course is not completed.

Credit Failures

- Students receiving a failing grade in a required class must take the course over and receive a passing grade.
- If the course is scheduled in conflict with another requirement, the student will be allowed to take one credit of coursework through our summer school program or through the Learning Center at Iowa Lakes Community College.

Study Hall

- While in study hall, students are expected to conduct themselves as they would in class.
- Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass. Passes from teachers must be obtained in advance, and presented to the study hall teacher. Check-out from study hall is a privilege; any abuse or misuse of this privilege may result in revocation of that privilege.

· Students will not be allowed to use their computers if they are failing a class; only by teacher permission if necessary.

Honor Roll and Academic Honors (Reference Board Policy 503.8)

· Scholarship is recognized and encouraged through an academic honor roll. An honor roll list will be compiled at the end of each quarter and semester. Any student with a 2.67 average or above will be listed on the “B” honor roll. Any student with no grade lower than an A- will be listed on the all “A” honor roll. Academic courses will be used in figuring these grade point averages. (Band, Chorus and Physical Education are not defined as academic.)

Grade Point Average (GPA)

· Grade point average is the total grade points divided by the number of academic courses completed in which the grade point is applied. The grade point system listed below allows for a grade point average and is representative of student achievement.

Grade	Points	Grade	Points
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D+	1.33
B-	2.67	D	1.00
		D-	.67

Academic Letters

Any student in grades 9-12 who receives a 3.0 grade point average or higher for two consecutive semesters is eligible for an academic letter. Thereafter, an academic bar is awarded for each additional eligible semester. Students must attend Clay Central - Everly Community High School for at least two semesters to be eligible for an academic letter. In addition, if a student averages a 3.5 grade point average or higher for the semester, the student will receive an academic all-conference award.

Honor Students

Any student in grade 12 who attains a cumulative GPA of 3.00 or above will be designated an honor student at graduation time. Valedictorian of the class will be determined at the completion of their high school career.

Academic Eligibility Requirements

- If at the end of any grading period a student is given a failing grade in any course for which credit is awarded, the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a member for thirty (30) consecutive calendar days.
- "Grading Period" shall mean the period of time at the end of which a student in grades nine (9) through twelve (12) receives a final grade and course credit is awarded for passing grades.

Early Graduation (Reference Board Policy 605.41)

- Students may graduate prior to the completion of grade twelve if the coursework required for graduation under board policy has been fulfilled.
- Candidates for early graduation have to complete a minimum of forty-eight credits and meet all other requirements established by the State Department of Education and the Clay Central - Everly Board of Education.
- Early graduation requests should be made in writing to the high school principal during the semester preceding the semester of graduation in which the requirements would be fulfilled.
- Early graduates cease being a member of the student body and stop receiving student consideration upon completion of the early graduation requirements. Students may ordinarily participate in the Commencement Exercises at the end of the school year.

Post-Secondary Enrollment Options Program

- The program allows 11th and 12th grade students as well as 9th and 10th grade students identified as gifted and talented by their local district to enroll in college courses.
- Through the program, individual students may enroll in a college or university course if the course is not offered at their school.
- Successful completion of the course also generates high school credit and applies toward district subject area and graduation requirements.

IOWA LAKES COMMUNITY COLLEGE STUDENT GUIDELINE

- In order to facilitate implementation of the Post-Secondary Enrollment Opt Act, Iowa Lakes Community College has established the following guidelines.
- (These guidelines are in addition to the requirements imposed by the Act itself):
 1. Students must complete and/or submit the following before the term for which they plan to enroll:
 - a) Complete College Application Form
 - b) High School Transcripts
 - c) Complete ASSET Assessment *or* provide ACT scores
 - d) "Notice of Student Registration Form"
 - e) Students enrolling *for* the second and subsequent terms at Iowa Lakes need only complete "Notice of Student Registration Form" and college registration.
 1. Students must pass the ASSET assessment at an acceptable level *or* they will not be allowed to take college classes. Students receiving low scores are encouraged to return to their local districts to upgrade their skills. If no means are available at the local level to upgrade basic skills, the student may enroll in Iowa Lakes developmental classes, but not regular college classes.
 2. Students must have at least a C average for the option of taking ILCC classes.
 3. Students must personally register for each term at one of the Iowa Lakes centers: Estherville, Emmetsburg, Spencer, Algona *or* Spirit Lake.
 4. High school students are allowed in college classes on a "first come first served" basis until the classes are full for Arts and Science courses. For Career Options Program courses, the Program

Coordinator must approve the courses and students are placed on a standby list until the first day of classes.

5. The class drop and tuition refund policy will be the same as that for regular college students:
 - a) Drop in the first week: 100% refund
 - b) Drop in the second week: 60% refund (complete drop only)
 - c) Drop in the third week: 40% refund (complete drop only)
 - d) No refund after the third week

§ If a student fails to complete or receive credit for a course, they are responsible to reimburse the local district *for* the cost.

§ FEES ARE NOT REFUNDED AND EACH STUDENT IS RESPONSIBLE FOR DROPPING COURSES.
1. A copy of the mid-term final grade report will be sent to the high school principal.
2. Under the Post-secondary Enrollment Options Program, the local school district will provide up to a maximum of \$250 for the customary cost of each course including tuition, textbooks, materials and fees. If the customary cost exceeds \$250, the College is obligated to absorb the excess costs.
3. Courses "specifically designed" or "arranged" for local districts will be charged at cost to each student. Authorized materials needed by students may be charged to the local district up to two months into the term.

Alternative School Policy

It has been the philosophy of the Clay Central - Everly High School to offer alternative programs for students when it is determined by the high school problem solving team that all local modifications and options have been exhausted. At this point Three (3) options are available:

1. The student can make-up missing high school credits at Iowa Lakes Community College
2. The student may apply to the alternative school located in Spencer, Iowa
3. The student can enroll in the GED program offered at Iowa Lakes Community College
4. The student can enroll in Odysseyware programs offered by the district.

Note: In the case of options 1 and 3, students must pay the cost.

STUDENT ATTENDANCE POLICY (7th-12th GRADE)

In order for students to obtain a quality education and achieve their maximum potential, it is essential for students to attend school regularly. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate school objectives. The purpose of the attendance policy is to aid students in making responsible choices and to promote regular communication between the school and parent(s).

Attendance Requirements

· Acceptable attendance is defined as missing ten (10) or fewer days of school per semester (excused or unexcused). While it is sometimes necessary for students to miss school, all attempts should be made to avoid exceeding the maximum. For students at risk of exceeding the limit, the following procedure will be followed:

7th – 8th Grade

- Three (3) Absences (per quarter): A school official will contact the parent(s) of the student to review the attendance policy and may hold a meeting to establish a plan for the student's success.
- Five (5) Absences: A school official will contact the parent(s) of the student to review the attendance policy and may hold a meeting to establish a plan for the student's success. Possible consequences could include but is not limited to: principal conference, parent/teacher conference, contacting the school social worker, referral to the Iowa Department of Human Services, and/or contacting the Clay County Attorney.

9th – 12th Grade

- Six (6) Absences: A school official will contact the parent(s) of the student to review the attendance policy and may hold a meeting to establish a plan for the student's success.

§ Eleventh (11) Absence: For any absence following the tenth, the student is considered in violation of the attendance policy and may lose credit for any class from which he/she has been absent on more than ten occasions. This penalty and all subsequent penalties will be determined by the principal.

· While the attendance policy applies to all excused and unexcused absences, the following activities are considered exempt from the regular attendance policy and will not count toward the ten absences:

§ Hospitalization or other extended treatment of the student that is verified by a medical doctor

§ Extended or chronic illness (such as mononucleosis) that is verified by medical doctor.

§ Attendance of mandatory court proceedings

§ Attendance of a religious service or ceremony

§ Approved college visits (juniors and seniors are allowed two college visits per year)

§ Funerals

§ School sponsored activities

§ Other absences at the discretion of the principal may be exempted (i.e. school suspensions, family vacations during the school year are discouraged and homework arrangements should be made ahead of time)

Attendance Requirements for Activities

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate. The remaining half-day must be an excused absence. This rule may be waived at the discretion of the principal.

Parental Consent

· All absences require the consent of the student's parent. Please call the school secretary (712-834-2227) (Everly) and (712) 933-2241 (Royal) prior to 9:00 AM on days your student will be absent. If notification is not received, the office will attempt to contact parent(s) at their emergency contact number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. Students needing to leave school during the school day must present a note signed by a parent, have their parents call the office, or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission.

· When an absence can be predicted, it is expected that the school be notified at the earliest opportunity so teachers can work with the student to complete class work prior to the absence.

Make-up Work

· Students are responsible for arranging to make up schoolwork. As a general guideline, Clay Central - Everly Community School conforms to the accepted policy of allowing one day of makeup for each day missed. When the student is absent for several consecutive days, is absent near the end of a grading term, or has accumulated several absences, the teacher may design a special make up schedule. When a student knew of an exam or assignment prior to his/her absence, he/she may be required to take the exam or hand in the assignment immediately upon return to school. When a student is aware that he/she will be absent, he/she must make arrangements to have all work completed prior to that absence.

· Students are not allowed to make up schoolwork nor to submit late schoolwork due to an unexcused absence.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors and juniors may be excused for up to two days of classes to visit college campuses with the permission of the guidance counselor and a note signed by the student's parents. These absences will not affect any attendance incentive program.

Senior Early Release

Seniors with 9th period study hall are eligible for early release so long as they remain in good academic standing in each grading period (including mid-term) and accrue fewer than five absences. Students losing the early release privilege for academic failure may be reconsidered for early release following the next grading period. Students in extracurricular activities after school are not eligible for early release, except on game days. Any student assigned three or more detentions or any in-school or out-of-school suspension will lose eligibility for early release but may reapply following nine (9) weeks of good behavior.

Unexcused Absence (Truancy) and Tardy

- Any time students fail to attend their scheduled classes on time without parental consent and office notification, their absence is considered unexcused and penalties apply. Students will be required to make up all class time missed in after school detentions or other consequences as determined by the principal.
- “Tardy” is defined as arriving late for class. A student is considered tardy if he or she arrives during the first ten (10) minutes of class. Students who arrive after the first ten (10) minutes of class will be considered absent for that class period.
- Tardy consequences are as follows or otherwise stated by the classroom teacher.
 - § 1st tardy – warning
 - § 2nd tardy – detention
 - § 3 or more – parent involvement
- Every 3rd tardy in a class during a semester will be considered an absence.

Inclement Weather

- When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KICD radio and KTIV television stations. The missed day will have to be made up at a later date.
- If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will follow emergency routes or the parents are responsible for picking up the students at the student’s school.
- Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING, AND SAFETY

School Grounds

Students may be present on school grounds before 8:00 A.M. or after 4:00 P.M. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within thirty minutes of dismissal.

HAWK-I Insurance for Children

Parents may be able to apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to nineteen, who meet certain criteria, may be eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the web site at www.hawk-i.org for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Physical Examinations

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

Emergency Drills

- Periodically, the school holds emergency fire, tornado, and bus evacuation 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.
- 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.
- Lock Down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

Administration of Medication

- Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the

medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication, as well as parental authorization to administer the medication.

- Medication is held in a locked cabinet and distributed by building secretaries. 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.

Student Illness or Injury at School

- A student who becomes ill or is injured at school must notify his or her teacher or another employee, as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parent or with parental permission, to another person directed by the parents.

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

Student Insurance

- Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

- Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school, as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened, unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

Asbestos Notification

· Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

· A certified management planner has developed an asbestos management plan for the school district facilities. A copy of the management plan is available for inspection in the office.

STUDENT ACTIVITIES

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. Students who are not attending assemblies shall report to the office during assemblies.

Field Trip

- In certain classes, field trips and excursion are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.
- If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences.
- While on field trips, students are guests and considered representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.
- Prior to attending a field trip, students must return a note signed by the student's parents.
- Incentive Day activities for grades 7-11 student requirements are:
 - Grades 9-11à No in-school or out- of-school suspensions for the entire year, six office referrals for the school year, and violation of the attendance policy.
 - Grades 7-8à No in-school or out- of-school suspensions for the entire year, six office referrals for the school year, and violation of the attendance policy.
- Senior Class Trip for Grade 12 student requirements are:
 - No in-school or out-of-school suspensions and no violation of the attendance policy (exempt for a medical waiver), and violation of the Good Conduct Policy.

Activity Bus

- The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.
- Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

School-Sponsored Student Organizations

· School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include:

- Individual Speech
- Large Group Speech
- Quiz Bowl
- Student Council
- FFA
- Instrumental Music
- Pep Band/Jazz Band
- Vocal Music
- School Plays
- National Honor Society

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

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact Donna Ott, School Board Secretary.

Dances and Prom

- School-sponsored dances must be approved by the principal at least two weeks prior to the dance.
- Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students, as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds.
- Students who are not members of the Clay Central - Everly High School student body will be allowed to attend dances and prom with prior approval from the Clay Central - Everly High School Principal. Junior high school aged students or younger or any individual over the age of 20 are not allowed to attend high school dances and Prom.
- Any student suspected of using alcohol or illicit drugs will be turned over to the police. Any damage caused at the dances will be paid for by the individual doing the damage.

Student Funds and Fund Raising

· The school district supports fund raising activities throughout the school year. The board of directors approves a list of fund raising activities annually. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal, prior to selecting a gift.

· Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

STUDENT RECORDS

· Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records, contact the board secretary at 712-933-2242.

· The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

§ The right to inspect and review the student's education records within forty-five days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

§ The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

§ The right to consent to disclosures of personally identifiable information contained in that student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, teacher, or support staff member (including health or medical staff, law enforcement unit personnel, and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

§ The right to inform the school district the parent does not want directory information, as defined below, to be released. Name, address, telephone number, date and place of birth, e-mail address, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by student, photograph and likeness, and other similar information.

§ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

STUDENT RIGHTS AND RESPONSIBILITY

Student Search and Seizure

· In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings, school owned lockers and desks may be searched or inspected. The board is adopting this policy pursuant to the Iowa Code Chapter 808A. A search of a student will be justified when there are reasonable grounds or suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

· The search shall be conducted in a manner which is reasonably related to the objectives of the search and is not exceedingly intrusive because of the age and gender of the student and the nature of the infraction. Nothing contained in this student search and seizure policy shall limit or prevent school district authorities from conducting random, periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities and spaces owned by the School District.

· A student's body and/or personal effects (for example: purse, backpack, water bottle, or any other container used by the student) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

· Personally intrusive searches will require more compelling circumstances to be considered reasonable. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, including emptying their pockets and/or possessions etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

· Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

· The guideline for the initiation of the search and seizure are under 502.5R1 of the School Board Policy.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Threats of Violence

· All threats of violence, whether oral, written or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action, if the threat impacts the orderly and efficient operation of the school.

· Students engaging in threatening behavior will face disciplinary consequences, up to and including expulsion.

· The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and, any other relevant information from any credible source.

Harassment, Bullying, Hazing or Initiations

· Harassment, bullying, hazing, or initiations mean any 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 a hostile school environment. These 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.

· The district prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

· 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 fill out a harassment form. See office for a copy of the form or see School Board Policy 104.R1.

Sexual Abuse and Harassment

· Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, 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 Abuse and Harassment of Students by Employees

· The 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. The procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the board secretary (712) 933-2242 as its Level I investigator and school superintendent at (712) 933-2242 as an alternate. The Clay County Sheriff is the designated Level II investigator.

- Physical abuse is non-accidental physical injury that leaves a mark at least twenty-four 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 object; 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 and intentional sexual behavior, as well as sexual harassment. Sexual harassment is unwelcome sexual advances; requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

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, staff, 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 does not disrupt the school or educational environment.

- Items prohibited include:

1. Halter tops, midriff blouses, tank tops and tube tops.
2. Clothing with suggestive writing or pictures.
3. Clothing which carries inappropriate advertising (alcoholic beverages, tobacco, etc.)
4. Caps, hats, and head bandannas by either sex.
5. Any attire determined to be a distraction to the activities of the school.

- Under certain circumstances or during certain classes or activities a more strict 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.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district and/or clean at their own expense. In certain circumstances, students may be reported to law enforcement officials.

Driving and Biking to School

High school students driving to school must register their vehicle make, model, year, and license number with the office. Students are expected to park in their assigned locations. Students parking in restricted areas may have their vehicle removed at their expense. Upon registration, students will receive a parking permit from the high school 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 office.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and, possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities, including hunting rifles even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted and the students may be reported to law enforcement officials.

Internet

The use of the internet is a privilege and may be taken away for violation of board policy or regulations. (See Computer Handbook)

Cheating or Plagiarism

Students are expected to assume responsibility for their own school work. Academic integrity must be preserved for its own sake, and in fairness to the objective evaluation of all. Cheating or plagiarism in any form will not be permitted. In a case that involves any form of cheating or plagiarism, the principal will be notified, a conference will be held to include the student, teacher, and the principal. The parents will also be notified.

§ If more than one person is involved in cheating, the same penalty will be assigned to all students involved.

§ Students who allow their work to be copied are cheating and will be assigned the same penalty as the person who copies.

§ The theft or the attempted theft of teacher materials of any type may result in suspension. Any student who uses materials stolen from a teacher may be suspended.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities.

Electronic Media and Communication Devices

Cell phone usage is allowed before school, after school, during lunch, and in-between class periods. If a student is using an electronic device during school hours, the equipment will be confiscated, secured in the Principal's office and returned to the student after a detention is served. Since items are prohibited during class periods, the school and its administration will not accept the responsibility for any loss, theft and damage of any personal electronic device brought to school by any student. Further, the administration will not conduct any investigation or search for any electronic items missing or stolen from any student in school.

Fighting

Fighting is not tolerated at any time at Clay Central - Everly. The penalties for fighting may include, but are not limited to, the following:

§ 1st fight – suspension of three (3) or more days with possible recommendation for an expulsion hearing.

§ 2nd fight – suspension of five (5) or more days with possible recommendation for an expulsion hearing.

§ 3rd and subsequent fights – suspension of ten (10) or more days with possible recommendation for an expulsion hearing.

MISCELLANEOUS

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are posted online (school website) and a paper copy on the bulletin board by the office.

Visitors/Guests

Visitors to the school grounds must sign in at the principal's office. Students are not allowed to bring guests to school.

Legal Status of Student

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

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. The following rules and regulations will be adhered to when cafeteria hour is being observed:

- The lunch hour will have a release time when students will be allowed to come to the lunch room. Seniors will line up first, followed by juniors, sophomores and freshman.
- Once students finish eating, they shall make sure that all silverware and trays are returned to the appropriate areas. Students are responsible for disposing of all trash.
- Students will report to the old gym and remain there until the bell rings. The men's and ladies restrooms, located in the northeast and northwest areas of the old gym, should be used.
- Students will be assigned a lunch code at the beginning of each school year. Lunch accounts must be kept in good standing. When accounts fall below -\$10.00, you will be asked to provide a lunch for your student until the account is brought up to date.

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 the responsibility of the driver/chaperones 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.

- Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed where the video cameras are located or if they are being used.
- 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 clear 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 is given to the driver from the student's parents to get off at a different location.
 - § 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.
 - § Classroom conduct is to be observed by students while riding the vehicle, except for ordinary conversation.
 - § Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than ten 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.
 - § The good conduct rule is in effect.
 - First violation- Written warning
 - Second violation- ½ hour after-school detention
 - Third violation- 1 week suspension from bus route
 - Fourth violation- appearance before board of directors
 - § The nature of the violation will determine the penalty.

Media Center

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves, as if they were in class while in the media center.

Counseling Program

The school district counseling program is divided into five separate categories. The categories are individual student planning, school counseling curriculum, response services, system supports and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy 603.5R2. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal.

College and Military Recruiters

- As required by the NCLB Act the Clay Central - Everly district will provide access to high school students' names, addresses and telephone listings to military and institutions of higher education when this information is requested.
- Any HS student, or the parent of the student may request in writing to the High School principal that the student's name, address, and telephone listing not be released.

EXTRA-CURRICULAR ACTIVITIES

Statement of Philosophy

The Clay Central - Everly School District believes a competitive activities' program is an important part of the overall educational program of the school.

To be of maximum effectiveness, the activities' program must be closely coordinated with the general instructional program of the school. It must be such that the number of students accommodated and the educational aims achieved, justify its inclusion in the overall educational program. It must also be based on a spirit of sportsmanship, so participation is regarded as a privileged opportunity.

Activities are for all students who desire to participate, who qualify under eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation will contribute to the following:

§ Improvement of both mental and physical health and fitness of all individuals taking part in the program.

§ Engage a maximum number of students in activities, as well as other areas of the program.

§ Stimulate all participants to achieve creditable academic progress and to make a contribution to the general educational program of the school.

Student Activities' Code

- Any students of the Clay Central - Everly Community School may represent the school in public performances, if the student meets the scholastic, citizenship, and school attendance requirements as established by the school and state regulatory bodies. The purpose of the eligibility policy is to promote high standards of conduct for individuals participating in co-curricular activities.

- All athletes must have at least one physical examination each calendar year, prior to participating in any activity.

- No one will be allowed to participate in athletics without health and accident insurance coverage.

- No one will be allowed to participate in activities without a signed Student Activity Code acknowledgement form.

Injury Reports

- Athletes injured in sports should make sure the coach has filled out an injury report. Athletes do have the responsibilities of follow-up to initiate the insurance claim, if injury resulted in doctor's care or hospital expenses. Remember, insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

- Any athlete who is ill or injured and requires a doctor's attention must have a written release from a doctor before participating in athletics again after injury or illness.

Locker Room Procedures

- Locker rooms are to be kept clean and free from clothes and other unnecessary items. It is your locker room when you are dressing, but remember it is school property and should be treated as such.

- Athletic equipment – In most sports, practice, and/or games, equipment will be issued to athletes. Athletes will be responsible for said equipment. All equipment will be returned when the athlete finishes the sport, either at the end of the season or on quitting the squad. This is to be done immediately.

- Any equipment will be paid for by the athletes, if it is lost or destroyed through their negligence. Cost of equipment will be determined by the activities director and will be based on replacement cost of equipment.

- School owned equipment is to be worn "only" at scheduled practice times or games/meets.

Equipment Rooms

All athletic equipment will be stored in and issued from the equipment rooms. At no time is there to be unauthorized personnel in those rooms.

§ Authorized personnel are defined as school employees and members of the adult athletic staff.

§ The training room is for the care and prevention of athletic injuries. Athletes will enter this room only if they need to.

§ At no time should there be any first aid materials in student lockers. This includes adhesive tape.

Gymnasium Procedures

- Athletes must be under the direct supervision of a coach, if they are in the gymnasium area.
- At no time will individuals or groups be working out, jogging, or just “messaging around” while teams or squads are having an official practice session.
- Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport.
- Athletes are not to be in the weight room without authorized adult supervision.

Open Gym

- Open gym is defined as recreational time in which the community may engage in all types of activities. It is to be available to any district patron wishing to participate. Students below grade 6 must be accompanied by a parent.
- Each area (new gym, old gym) shall have direct, constant supervision, i.e., one person CANNOT supervise two areas at the same time.
- Supervision is voluntary. If a supervisor cannot be present because of a conflict, the open gym shall be cancelled. NO EXCEPTIONS!
- The supervisor should not participate in any activity. Any exception or additional open gym must have the superintendent's or designee's approval prior to the open gym being approved.

Changing Sports

- Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the activities director.
- Should you quit a sport during the season, you will not be allowed to join another sport squad, unless agreed upon by the coaches involved. Example – If an athlete wishes to drop from the track squad and begin to participate in early season baseball practice.

Attendance Regulations

A student shall be in school one half day prior to a performance, practice, scheduled contest, program, or trip. Any exception must be cleared through the administration. If a student will miss a class or classes because of a performance, scheduled contest, program, or trip, he/she must have an advance excuse and turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved.

Reporting for Practice

- No one is to be in the locker rooms the last period of the day unless directly supervised by a coach. This includes those on early dismissal from school.
- On days of a game or contest, report no earlier than the time set forth by the coach or sponsor.

Conduct on Trips

- Students are considered as “Goodwill Ambassadors” for Clay Central - Everly Community School District.
- Students will conduct themselves as ladies and gentlemen at all times on all activity trips.

Bus Rules

- Students will be expected to behave as ladies and gentlemen at all times on buses.
- School buses, vans, and cars must be free of trash, litter etc., at all times.

Going to and from Activity Centers

- Students will return from all out-of-town contests with their squads and by school transportation. EXCEPTIONS can be made by notification from the parents to the coach/sponsor. This notification should be in written form.
- All students will travel to the contest/event via school transportation. EXCEPTIONS are only made when approved by the administration and in very special situations.

Unauthorized Possession of School-Owned Equipment

No students shall have in their possession any school-owned equipment from this school or any other school, athletic department or otherwise, other than the equipment to be worn for practices, or games/meets. At no time is school equipment to be worn in public, except when representing the school as a team.

Use of Abusive Language and/or Personal Confrontation (Fighting)

All officials working interscholastic contests are required by the Iowa High School Athletic Association to:

- § Eject anyone who strikes an opponent in the face with a fist.
- § To make an official report of said incident to the IHSAA for follow up by the State Office.

Personal Appearance

- It is the coach's/sponsor's discretion to establish reasonable guidelines at the beginning of each sports season.
- Objectives:
 - Protect the health and safety of the athlete
- § Encourage good grooming.
- § Protect the athlete from human indignities.

Procedure When Leaving a Squad

- When dropping or being dropped from a squad, athletes will notify the head coach and turn in all school gear or be billed.

Booster Clubs

Parent led groups were organized with the purpose of helping activities in the school. Money is raised by selling memberships in the fall and by different ventures during the year. From time to time, the Booster Clubs donate money to the school for the purchase of needed equipment. We encourage all patrons of Clay Central - Everly School District to become members of the Booster Club.

Practices

- Practice time is valuable. Use it wisely by having each practice session planned on a time schedule. Remember, the student has other school, community, and personal commitments.
- There will be no organized practices scheduled for Sundays or National Holidays without securing special permission from the administration. Wednesday night is "Church Night" and there should be no games or practice after 6:00 p.m.
- When the weather is too bad to hold school, usually practice will not be held either. Special permission will have to be granted from the administration.
- Practices during vacation time must be scheduled and arranged for through the Activity Director. If practices are held during vacation, the rest of the building should not be used. It would be well to remember, some families do plan vacations or trips during this time.

Academic Eligibility Requirements

In accordance with the Iowa Department of Education's Scholarship rule 36.15, if a student is not passing all subjects at the end of a grading period, the student is ineligible for 30 calendar days in the interscholastic athletic event in which the student is a bona fide contestant.

In addition, the following consequences will apply:

1. Students will be ineligible at mid-term if any class is in failing status. Students may regain eligibility if their grade is above passing.
2. Students will be ineligible at the end of the first and third quarters if any class is in failing status for one week.
3. Students with a failing grade at the mid-term or the end of any quarter will lose laptop privileges. Under this condition, students may only use their laptop with teacher permission.
4. Students on Odysseyware who are falling behind in academic progress will also become ineligible at the mid-term and at the end of each quarter of participation. (Expectation is 25 percent progress per quarter)

Rules Concerning Good Conduct

If a student has been convicted of a felony, found to be delinquent, or convicted of a misdemeanor, except a minor traffic violation, he or she shall become ineligible for participation. If a student has been released from

probation, or if there has been a dismissal of the action or termination of the proceedings, the student may be reinstated.

Rules Concerning Alcohol, Tobacco, Other Drugs and Electronic Media

· Because of the adverse effects of the use of alcohol, tobacco, and other dangerous drugs as listed in the state code, no student shall procure for his/her or other's use, be in possession of, or use any of these substances during the calendar year, other than when the student is directly supervised by their parents in their own home.

- For the purpose of this rule, a student shall be considered to be in possession, if the student is at a gathering or event where alcohol or drugs are being consumed.
- Any student that is found using exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others will also be found in violation of the code of conduct. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

· A violation of this rule shall result in the student being declared ineligible.

· Ineligibility shall be administered according to the following schedule:

1st offense: Three co-curricular and/or extra-curricular activity performances, commencing with the next performance. These performances will be determined by the administration and sponsor/coach.

Note: In the event there is no student involvement in sports or activities for one year from infraction date, no penalty shall be imposed.

Example: If a student has a violation in 10th grade but does not participate for one year and then decides to participate in the 12th grade, they will not be suspended at that time.

2nd Offense: If a student is found in violation of the good conduct policy within nine (9) months of the date of determination of a first offense, the student will be subject to the following consequences:

Nine (9) co-curricular and/or extra-curricular activity performances, **without attendance** by the student and his/her parents to an administratively approved Juvenile Counseling Intervention Program, at the parent's expense. These performances will be determined by the administration and sponsor/coach.

Four (4) co-curricular and/or extra-curricular activity performances, **with attendance** by the student and his/her parents to an administratively approved Juvenile Counseling Intervention Program at parent's expense. These performances will be determined by the administration and sponsor/coach. Failure to complete the approved Juvenile Counseling Intervention Program will result in determination of the 3rd offense.

3rd Offense: If a student is found in violation of the Good Conduct Policy within (9) months of the date of determination of the second offense, the student will be declared ineligible to participate in all co-curricular and/or extra-curricular activities for one (1) calendar year from the date of determination of infraction.

Determination of Violation

A student is said to have violated any of the above policies if:

- He/she is charged by a law enforcement officer and FOUND GUILTY of said violation.
- He/she admits to violating one of the standards.
- Upon substantial evidence or witnessed breaking of one of the standards by a staff member (certified or support), a law enforcement officer, or a board member. The substantial evidence of the witness of breaking of one of the standards must be reported to the administration within ten days.

Special Provisions

- Each activity sponsor may add additional rules pertaining to that particular activity, subject to approval by the principal. These rules will be communicated to and acknowledged by the participant prior to the start of the activity.
- Any student who fails to notify school officials within (10) days of a violation of the above policies during the calendar year, will be suspended from all activities for twelve (12) months after this failure to report is discovered.

Hearing Procedure

- The parents will be informed or in attendance at a meeting in which the student will be questioned of the alleged violation and of evidence supporting the allegation by the Activity Director, building principal, and/or activity sponsors.
- Following the meeting, the case may be dismissed or ineligibility may be imposed.
- If the ineligibility is imposed, the student may appeal the decision in writing within five days to the principal.
- Within five days, the principal will appoint two activity sponsors and the student will select one activity sponsor who will serve as a hearing panel. The student and his parents will be notified of the time, place, and date of the hearing. The hearing panel will hear the testimony of the student and other witnesses and render a decision within three days.
- If the student's ineligibility stands by the decision of the hearing panel, the student may appeal the decision within five days. The student shall be required to state the basis of his or her objections in writing and request, in writing, a hearing with the Board or Directors. Such communication shall be addressed to the Superintendent of Schools. A meeting with the Board of Directors will be scheduled within ten school days after receipt of such request and five school days' notice of the time, place, and date of such hearing shall be known to the student in writing. The Board of Directors will consider the evidence presented, including statements by the appellant and his/her parents and make written finding within five school days of the hearing. A copy of that decision will be forwarded to the appellant.

Transfer of Policy

Any student declared ineligible under a prior school district's Good Conduct Rule, and then without having completed the full period ineligibility at that school and transfers to Clay Central - Everly, will not be eligible for interscholastic competition until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition as far as any Good Conduct Rule is concerned.

Suspension/Expulsion

Any student suspended from school for violation of school rules will be ineligible to participate in any extra-curricular or co-curricular practices or performances until reinstated by the principal or activity director on the recommendation of the sponsoring teacher.

GOLD CORD SOCIETY (SERVICE LEARNING PROJECT)

Who is Eligible?

All Clay Central Everly high school students who are willing to help the community and those around them.

How do I qualify to receive the Gold Cord for Graduation?

Students who wish to be a part of this organization must complete a minimum of 10 hours of committee-approved community service each year, their freshman, sophomore, junior and senior years of high school, giving them a minimum total of 40 hours at the time of graduation. These hours **cannot** be averaged out over the four years; the ten hours must be completed each school year. Beginning the Fall of 2013, incoming freshman must complete 40 hours, with the other grades being prorated (sophomores: 30, juniors: 20 and seniors: 10) Students moving into the district would be required to complete a prorated number of hours which would be calculated from the date they enroll. The intended goal is to instill into our students the idea of community service as a life-long pursuit. If the requirements are met, the student will receive a gold cord to be worn at commencement along with being recognized at the awards assembly and given public recognition.

Documentation:

Students **MUST** document all service activities on the Gold Cord Award Form provided by the school district. You will use one form per site or project and the form must be signed by a supervisor at the site you are volunteering at. A note or letter from the approved supervisor will be acceptable, but must be attached to the Gold Cord Award Form. The required forms may be submitted to Mrs. Tessum or Mr. Busch any time during the school year. Anyone but seniors may turn them in the following fall. There will not be a deadline involved for underclassmen, but you are encouraged to turn them in once completed. Seniors must have all of their forms in by May 1 of their senior year in order to qualify for the Gold Cord at commencement. Forms are available in the office or on the school website.

Summer Service:

Service hours earned during the summer, after the academic year, may be applied toward **either** the prior school year **or** the upcoming school year. This will be the choice of the student. You also have the option to divide this up between the two years if you do not need all of the hours for the previous year's requirement. ***We recommend that all summer projects be pre-approved (in writing) by the Gold Cord Review Committee in order to ensure that they are acceptable.*** Pre-approval forms are available in the office or on the school website and should be submitted 2 weeks before final exams in order to be pre-approved for the summer. If you do not get this pre-approved but meet the criteria for approval, it will be accepted to use towards earning the Gold Cord. Students should pick up blank awards forms before leaving for the summer in order to track their hours of community service. All completed forms can be returned in the fall.

Acceptable service activities:

Gold Cord hours must be for providing a **SERVICE** or meeting a clear **NEED** for a non-profit agency, church, school, park, charity program, fundraiser or community event. The service must be **“above and beyond”** one's usual scope of involvement and could be part of required services for a program such as Scouts or religious education. While some organizations meet during the school day, only hours outside of regular school time will be applied to Gold Cord service. If you have any question about your project meeting the criteria, please be sure to get pre-approval from the Gold Cord Committee by submitting a pre-approval

form. Please allow 2 weeks for this procedure. The Gold Cord Review Committee makes the final determination regarding service its eligibility

Pre-approved organizations and activities:

- Blood drives (outside of the school sponsored drives)
- Gospel Missions Trips
- Goodwill
- YMCA
- Food Bank
- Red Cross
- Humane Society
- Retirement Homes
- Habitat for Humanity

Unacceptable services:

Silver Cord hours **cannot** be for a relative or for pay or compensation of any kind. Other activities that **would not be acceptable** are as follows: CCE sports team managing, CCE music program events, concession stand or fundraising events where the proceeds benefit a CCE program, serving as a camp counselor while receiving free room and board, performing in a musical, dance or theater group unless related to a social cause or charity benefit, participation on committees which focus on one's own leadership development and does not include an outreach to the larger community. Court-ordered community service hours are not eligible.

Please see any of the following Gold Cord Committee Members with any questions you may have:

Mrs. Tessum

Mr. Busch

COMPUTER HANDBOOK

Table of Contents

TECHNOLOGY VISION STATEMENT.....	60
TAKING CARE OF YOUR COMPUTER.....	60
General Precautions.....	60
Carrying Laptops.....	60
Screen Care.....	61
USING YOUR COMPUTER AT SCHOOL AND HOME.....	61
Computers Left at Home.....	61
Computers Undergoing Repair.....	61
Charging Your Laptop's Battery.....	61
Screensavers.....	61
Sound.....	62
Printing.....	62
MANAGING YOUR FILES & SAVING YOUR WORK.....	62
Saving to the Network.....	62
Saving to the Computer.....	62
Saving data to Removable storage devices.....	62
SOFTWARE ON LAPTOPS.....	62
Originally Installed Software.....	62
Additional Software.....	63
Inspection.....	63
Procedure for re-loading software.....	63
ACCEPTABLE USE.....	63
General Guidelines.....	63
UNACCEPTABLE USE.....	64
VIOLATION OF THE INTERNET/NETWORK.....	64
Privacy and Safety.....	65
Legal Propriety.....	65
E-mail.....	65
Consequences.....	66
PROTECTING & STORING YOUR COMPUTER.....	66
Laptop Identification.....	66
Storing Your Computer.....	66
REPAIRING OR REPLACING YOUR COMPUTER.....	67
Excessive, Repeated or Intentional Damage.....	66

The Policies, procedures and information within this document apply to all computers used at Clay Central - Everly High School including any other device considered by the Principal to come under this policy.

TECHNOLOGY VISION STATEMENT

The focus of the Clay Central - Everly 1:1 Computer Program is to provide the best possible educational program for our students. It is our goal to provide a highly rigorous and relevant high school curriculum which prepares all students for the demands of their future. Seamless integration of technology and on-demand availability of individual computers will assist students in learning the curriculum, and preparing for the world they will encounter upon graduation.

TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the laptop issued by the school. Laptops that are broken or fail to work properly must be taken to the technology Help Desk. The Technology Help Desk coordinates the repair work for the computers.

General Precautions

- No Food or Drink is allowed next to your laptop while it is in use.
- Cords, cables and removable storage devices must be inserted carefully.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Clay Central - Everly Schools.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptops battery charged for school each day when they are taken home.

Carrying Laptops

The protective cases provided with the computers have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- The laptops are the only items to be placed in the carrying cases.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case other than the laptop.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft cloth using eye glass cleaning solutions.

USING YOUR COMPUTER AT SCHOOL AND HOME

Computers Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

Computers Undergoing Repair

Loaner laptops may be issued to students when they leave their laptop for repair at the Help Desk.

Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptop each evening. Repeat violations of this policy will result in disciplinary action.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Any alterations to computer security will result in disciplinary action.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

Students may use district printers with teachers' permission during class or breaks. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the computer.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the Network

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

Saving to the Computer

It is recommended that students save work to the Local Disk (C:) and back up work using the school network and removable storage devices.

Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

SOFTWARE ON LAPTOPS

Originally Installed Software

The software originally installed by the CC-E High School must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the computers at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptops. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

Inspection

The district reserves the right to collect and inspect computers at any time. Students may be selected at random to provide their computer for inspection.

Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. The consequences for abuse of this procedure will be suspension of out of school computer privileges as determined by the administration.

ACCEPTABLE USE POLICY

General Guidelines

CLAY CENTRAL EVERLY CSD
ACCEPTABLE USAGE POLICY/BOARD APPROVED 5/20/2013
SCHOOL INTERNET/NETWORK POLICY - CODE NO. 605.6

The CCE Community School District has actively pursued advanced technology and increased awareness of learning opportunities to promote educational excellence. The students at CCE will have access to the internet through devices provided by the district. The users' responsibility is to respect and protect all

others' rights under the acceptable use policy. At registration parents will be responsible to pay \$30.00 per child or a maximum of \$60.00 per family. Prior to distribution of computers to students the acceptable usage policy must be signed by both the student and the parent or guardian.

- Students will have access to digital media which supports the educational goals and objectives of the CC-E School District.
- Students are responsible for their ethical and educational use of the technology resources of the CC-E School District.
- Access to the CC-E School District technology resources is a privilege and not a right. All employees, students and/or parents will be required to follow the acceptable use policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

UNACCEPTABLE USE

The Internet activities **NOT** allowed during school, but not limited to, are:

- Inappropriate websites-including violence, crude jokes, inappropriate pictures, pornography, etc.
- Games, unless part of an educational lesson.
- Sharing network accounts and/or using any username and password other than the one given to student.
- Students may be charged for the repair of excessive or repeated damage to their computers. Students will be charged for the repair of intentional damage or destruction of any computer or tablet.

VIOLATION OF THE INTERNET/NETWORK:

- Students who access restricted items on the Internet/Network and/or use the system inappropriately shall be subject but not limited to the following consequences:
 - First Offense: May lose Internet and/or network access for a period of up to three weeks.
 - Second Offense: May lose Internet and/or network access for a period of up to six weeks.
 - Third Offense: The student has forfeited all Internet privileges for a period of (Administrator discretion) or the remainder of the school year.
- Students under suspension from Internet use may be permitted to use the Internet as part of classroom activities under strict classroom supervision if deemed necessary as part of the educational experience.

Privacy and Safety

- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of CC-E policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary actions. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

E-mail

The use of e-mail is not a guaranteed right, and is subject to restriction or elimination. When e-mail is permitted:

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with these policies will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents network communications are governed by the Iowa Open Records Act.

Computers will not be issued to families with outstanding balances in the district or those who have not returned all required paperwork to the district at the beginning of the school year.

PROTECTING & STORING YOUR COMPUTER

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and CC-E asset tag
- Individual User account name and password

Storing Your Computer

- When students are not monitoring laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop, when stored in the locker. Laptops should not be stored in a student's vehicle at school or at home.
- Laptops must be stored in the computer bag provided to you by the school district.

REPAIRING OR REPLACING YOUR COMPUTER

Excessive, Repeated or Intentional Damage

Students may be charged for the repair of excessive or repeated damage to their computers. Students will be charged for the repair of intentional damage or destruction of any computer.