



District-Wide Student & Family Handbook 2010-2011

Including:

Public Notices
Code of Conduct
Student Dress Code
Eligibility for Student Activities
Expected Conduct at School Related Activities
Internet - - Appropriate Student Use
Parent Involvement

Translator and interpreter services are available upon request.
Please contact your building principal.

Si necesita la ayuda de un interprete o traductor, hable con
el director de la escuela

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PUBLIC NOTICES

Safe Schools Hotline

The Safe Schools Hotline is available 24 hours a day. The hotline may be used to anonymously report safety concerns such as bullying, harassment, suspected drug or alcohol use, vandalism, weapons, threats, potential suicides or anything related to the safety of our students, staff and facilities. Break the silence. The hotline number is 712-322-SAFE(7233).

Bullying/Harassment

Bullying and harassment are not tolerated in Council Bluffs schools. All acts of bullying or harassment should be reported to a classroom teacher. Specific written complaints may also be made to a building principal. If the building principal is the object of the complaint, the Executive Director of Student & Family Services, Ron Diimig, should be contacted at 328-6423. A written response will be provided to all persons filing a written complaint.

Customer Service

If at any time there is a concern involving an issue at the local school, please courteously approach the building principal for problem solving. If the principal is unable to resolve your concern, s/he will identify the appropriate administrator at the Educational Service Center who may be able to assist with further problem solving.

Nondiscrimination Policy

It is the policy of the Council Bluffs Community School District not to discriminate on the basis of race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other protected trait or characteristic in its educational programs, activities or employment practices as required under the appropriate title of civil rights legislation, including the Civil Rights Act of 1964, the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Education of All Handicapped Children Act of 1975; and, of all applicable Iowa statutes and rules and regulations of this public school district. Inquires regarding compliance with Title IX, Title VI, Section 504 or EEOC may be directed to Ronald Diimig, Executive Director of Student & Family Services or Janet Reiners, Executive Director of Human Resources, 12 Scott Street, Council Bluffs, Iowa 51503, 328-6446, to the Director of Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, Iowa, 50319, or to U.S. Department of Education Office of Civil Rights, 111 North Canal Street – 10th Floor, Chicago IL 60606.

Staff, students, parents, patrons, visitors, volunteers and all persons who have business or other interaction with the district or who are subject to discrimination should report the incident(s) to the building principal, or Ronald Diimig, Executive Director of Student & Family Services, 328-6423 or to Janet Reiners, Executive Director of Human Resources, 328-6429.

Sexual Harassment

All students, staff, parents and visitors are expected to treat others with respect. Sexual Harassment is specifically prohibited. Sexual harassment includes harassment between people of the same or different genders. Sexual harassment has three parts:

1. Unwelcome or unwanted behaviors
2. The behavior is sexual or related to the gender of the harassed person
3. The behavior is in the context of power. This can include staff to student, student-to-student, student to staff or other

Harassment can include, but is not limited to:

1. Direct or indirect comments to a person or about a person of a sexual nature
2. Touching a person's body or clothing
3. Looking, ogling or leering

4. Displaying pictures or written material of a sexual nature

Sexual harassment should be reported to the building principal, Ronald Diimig, Executive Director of Student & Family Services at 328-6423 ext. 352 or Janet Reiners, Executive Director of Human Resources, 328-6429 ext. 232.

Human Relations

In addition to the nondiscrimination policy, the School District also sets standards for how all staff and students are to treat each other. You should always be courteous and respectful to others and you should expect to always be treated with courtesy and respect. If your behavior is inappropriate, you will be corrected by staff or referred to your principal (see Code of Conduct section of this booklet). If you think you have been treated disrespectfully by staff or students, you should discuss the situation with a teacher, counselor or administrator.

Physical and Sexual Abuse

Staff, students and other visitors to the school are prohibited from engaging in physical and sexual abuse of students. Physical abuse is the unnecessary use of force, which results in physical injury (Ex: bruises in the form of a hand print on the upper arm of a student). One of the key words here is "unnecessary." Staff may use force, even if it results in injury, in order to protect themselves, other people or property. Any type of sexual contact between students and staff at any time is prohibited.

Staff Abuse of a Student

The Council Bluffs Community Schools has appointed a designated investigator and an alternate investigator of student abuse allegations. Anyone having any knowledge of physical or sexual abuse of any students by a school employee should contact:

Ronald Diimig, Executive Director of Student & Family Services, 328-6423 ext. 352
(Designated Investigator)

or

Janet Reiners, Executive Director of Human Resources, 328-6429 ext. 232
(Alternate Investigator)

or

Becky Zorn, Associate Director of Special Education 328-6490 ext. 434
(Alternate Investigator)

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact Ron Diimig, Executive Director of Student & Family Services, at 328-6430 or Becky Zorn, Associate Director of Special Education, at 328-6490. The complete text of the law and additional information is available on the Iowa Department of Education's website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Handicap Accessibility

Although certain facilities in our District are not fully physically accessible to handicapped persons, the Council Bluffs Community School District will take such measures as are necessary to ensure that no qualified handicapped person is denied the benefits of or excluded from participation in the educational program. The Council Bluffs Community School District may make the educational program accessible through such means as 1) reassignment of classes or other services to accessible locations, 2) the redesign of equipment, 3) the assignment of teacher associates, 4) alteration of existing facilities, and 5) construction of new accessible facilities. The Council Bluffs Community School District is not required to make structural changes in existing facilities when other methods are sufficient to comply with the accessibility standard.

To facilitate planning, handicapped students who will be attending the Council Bluffs Community Schools should identify themselves at least 60 days prior to the start of their attendance. You may contact your building principal or the Executive Director of Student & Family Services, Ronald Diimig at 328-6423.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; Education of All Handicapped Children Act of 1975 (and updated as the Individuals with Disabilities Education Act of 1991); Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and all applicable federal, state and School District policies and procedures, may be directed to the Executive Director of Student & Family Services, Ronald Diimig (328-6423) or the Executive Director of Human Resources, Janet Reiners (328-6429), 12 Scott Street, Council Bluffs, Iowa 51503; to the Director of the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St., Des Moines, Iowa, 50319, or to the U.S. Department of Education Office of Civil Rights, 111 North Canal Street – 10th Floor, Chicago IL 60606.

Religious Rights and Freedom of Expression

All students keep their constitutional rights, including freedom of speech and expression when on school grounds or when participating in school-sponsored activities. These rights include freedom of religion. The constitutional rights of students at school can get complicated. The following points are intended to help students, parents, staff and the general community better understand these rights. The guidelines listed below are subject to change should new court decisions so require and will be reviewed annually to determine continued compliance with legal standards.

If you have questions about any of the following, you may call your principal for specific Council Bluffs School District guidelines or contact the Executive Director of Student Services, Ronald Diimig at 328-6423.

- Secondary school students have the right to use school facilities for religious clubs before or after school. Although the club or organization must be student led, students may invite speakers from outside the school to occasionally participate in the religious club as long as outside speakers do not direct, conduct or control the meeting.
- Students may peacefully distribute free religious literature on school grounds during non-instructional time.
- During non-instructional time, students have the right to pray individually, in groups or to engage in religious discussion as long as it is non-disruptive and respects the rights of those who do not wish to pray. If a school or teacher provides a moment of silence, students are free to use that moment as they choose including personal thought or prayer.
- Students may bring religious books to school and may read from those books during non-instructional time (including free time in class, lunchtime, before or after school, recess, passing time or any other time students are freely permitted to mingle with their peers).
- Religious books can be part of a secular program of instruction and learning. Students may use religious books if otherwise relevant in study as references in assignments or for academic content.
- Clothing and jewelry with religious symbols and messages may be worn unless the item is prohibited for other reasons by the school's dress code.

- School officials or school employees, while acting in an official capacity may not encourage or solicit religious or anti-religious activity. This includes mandating or organizing religious programs at school events including graduation.
- Religious events and activities may be announced or advertised by the school in the same manner as other community events.
- Graduation speakers including students may speak on any topic relevant to graduation and may, if they choose, include religious/philosophical themes in their speeches.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

•*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through the District handbook, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted in individual school handbooks and will provide an opportunity for the parent to consent or opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of

the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the projected activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings. This requirement does not apply to school based fund raising programs, scholarships, post secondary or military recruiting.

Building level activities, if any, requiring parental notice and consent or opt-out for the upcoming school year may be found in your individual school handbook. For surveys and activities scheduled after the school year starts, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

This September, 6th, 8th and 11th grade students will be invited to complete the Iowa Youth Survey. Information is collected about their ideas on alcohol, tobacco, drugs, bullying and harassment and violence prevention. The information collected will help the state planning agencies, our school and local community task forces put together valuable future programming. It is important to ask children to tell us what is good and working about their life in Iowa, and what needs improvement, in their eyes. If you do not want your child to participate in the Iowa Youth Survey you must notify your school in writing.

Each spring, the District does administer a school climate survey to students, parents and staff. In grade 4-12. Responses are anonymous. You may view this survey in advance by contacting your child’s school or calling Student & Family Services at 328-6423. The survey deals with a wide range of topics from basic cleanliness of the facilities, demeanor of staff and students and Code of Conduct issues such as bullying, substance abuse and overall fairness of school discipline. You may opt your child out of the survey by providing written notice to your child’s school.

You may contact Ron Diimig, at 328-6423 for information about either survey.

No Child Left Behind Parents/Guardians Rights Notification

Parents/Guardians in any school of the Council Bluffs Community School District have the right to learn about the following qualifications of your child's teacher:

- State licensure requirements for the grade level and content areas taught.
- The current licensing status of your child's teacher.
- Baccalaureate/graduate certification/degree.

Parents/Guardians in any school of the Council Bluffs Community School District may also request the qualifications of an instructional paraprofessional who works with your child.

Parents/Guardian in any school of the Council Bluffs Community School District will receive notification when a substitute teacher is in your child's classroom for four consecutive weeks and does not meet the highly qualified teacher definition.

Parents/Guardians may request this information from the Office of Human Resources by calling 328-6429, ext. 232 or sending a letter of request to the Office of the Executive Director of Human Resources at the Educational Service Center, 12 Scott St., Council Bluffs, IA 51503.

Notification of Parental and Students Rights Regarding School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to a school administrator [or appropriate school official] at the site the student attends a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Council Bluffs Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. This does not include the grade as determined by a teacher. However, it can include a grade inaccurately computed or recorded.

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 right 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without consent of the following types of information to the public: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, absences, degree and awards received, the most recent previous school or institution attended by the student and other similar information including that contained in a yearbook, newspaper or other

school publication. **To prevent the public release of such information, a parent must file a written objection with the building principal responsible for maintaining student records. Without specific parental objection, the principal or supervisor of student services will release directory information when the official deems release appropriate. The parent must notify the school of objections in writing within 30 days of registration. To prevent the release of public information to military recruiters, a parent must specifically request in writing that such public information not be released to military recruiters.**

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes, but is not limited to, a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special service or task (such as an attorney, consultant, auditor, AEA employee, specialized instructor or program provider, medical consultant, therapist or employee of an agency contracted to assist the District with management, storage, transfer and security of student electronic databases) or parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official 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.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. This includes, when requested by the releasing institution, the transfer of suspension and expulsion records to any public or private elementary or secondary school when a student enrolls or asks to enroll in that school.

4. 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 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 records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the District. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Special education records are maintained for 5 years after date of graduation or discontinued attendance. The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in records is no longer needed to provide educational services and before the information is destroyed.

Student records may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

The District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or the student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2010 - Last date for regular open enrollment request for the 2010-2011 school year.

September 1, 2010 – Last date for kindergarten open enrollment requests for 2010-2011 school year.

March 1, 2011 - Last date for regular open enrollment requests for the 2011-2012 school year.

September 1, 2011 – Last date for kindergarten open enrollment requests for the 2011-2012 school year.

Parents/guardians of open enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact Ronald Diimig, Executive Director of Student & Family Services at 328-6423 ext. 352 or a Department of Education Consultant at 515-281-5001.

What Parents Should Know About Open Enrollment

The Council Bluffs Community School District is pleased and honored to be your school system. Open Enrollment laws give you the opportunity to continue being a part of us, even when you move outside of the district. However, the law is complex and there are several things you should know:

- There are no tuition charges for students who qualify to change schools under open enrollment.
- Parents who wish to transfer out of a district must formally notify that district by January 1st of the school year preceding the year in which the transfer is desired. Exceptions to this include kindergarten students, special education early childhood students, and situations which show "good cause." General Education Early Childhood students are not eligible for open enrollment

"Good Cause" means:

- a) a change in the child's residence due to a change in family residence
- b) relocation from another state
- c) a change in the marital status of a child's parent
- d) a guardianship proceeding
- e) placement in foster care
- f) adoption
- g) participation in a foreign exchange program
- h) participation in a substance abuse or mental health treatment program
- i) the closing or loss of accreditation of a non-public school
- j) change in the status of the student's resident district.

If “good cause” exists, the family is immediately eligible for open enrollment. This means if you move (or meet one of the other “good cause” criteria) you can attend the Council Bluffs Community Schools.

- Kindergarten open enrollment requests may occur through the September 1st of the Kindergarten year.
- Open enrollment requests are only to specify a district. The receiving district may specify the building to which the student will be assigned. If you wish to continue attending Council Bluffs Community Schools, your child will continue in his/her current school.
- A school district may deny an open enrollment request for a number of reasons: effect on racial integration, total number of students, classroom space, lack of appropriate programs or because the student is under suspension or expulsion.
- A student is generally ineligible to participate in interscholastic athletic contest and competitions for the first 90 days of enrollment in the district. An exception would be made if a student opts to remain in our district under open enrollment following a change of resident district.
- Transportation, with some exceptions, is generally the responsibility of the parent.

The Council Bluffs Community School District is committed to meeting the needs of parents and students. If you wish additional information, please contact a building principal or the Executive Director of Student & Family Services, Ronald Diimig at 328-6423.

Homeless

Homeless children have a right to an education. If you know of any homeless children please notify your principal or Student & Family Services. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. If you are homeless and feel you are being denied an education, contact your child’s principal. The designated liaison for Homeless Children and Youth for the Council Bluffs Community School District is Ronald Diimig, Executive Director of Student & Family Services at 328-6423 or call Iowa Legal Aid at 328-3982.

Post-Secondary Enrollment Options Act for High School Students Only

It is possible for high school students to enroll in courses or a program of studies at an approved Iowa college in order to earn college credit and high school credit at the same time. Tuition and other costs (maximum \$250 per course) will be paid by Council Bluffs Community Schools if the course is not equivalent to an existing high school course. For a full explanation, a school counselor should be contacted.

Human Growth and Development

Human growth and development can include topics such as self-esteem, interpersonal relationships, human sexuality (including stereotypes, abuse, harassment and sexually transmitted diseases), substance abuse, stress management and suicide prevention. Parents and guardians are encouraged to speak with school staff regarding content at specific grade levels and in specific courses.

With the exception of the 5th grade program, "Human Growth and Development," there shall not be separate notice regarding specific classes, course content, assembly or other method of instruction.

Parents who object to any or all aspects of instruction in human growth and development must file a written request with the building principal that the student be excused from the instruction. The written request shall include a proposed alternate activity acceptable to the school. The parental objection and suggestion for alternative activity must be filed annually and shall be placed in the student's file.

Upon approval of the school principal, the request for alternative activity will be followed.

Medications and Health Information

Student medication policy is outlined in board Policy 517. No medication (including prescription and over the counter medications) may be taken at school without specific written authorization. Only employees specifically trained and authorized may administer medications. A student may not maintain medications in his or her possession for self-medication unless authorized by the school nurse. Carrying inhalers for asthma is permissible. However, certain guidelines are required, including written doctor and parent authorization. For more information please contact the school principal or nurse. Special education students may have additional criteria contained in their Individual Education Plan (IEP).

Please inform the school nurse of any medical concerns your child may have, as well as any changes in the status of your child's health, including medications, even if there is no change in the medication.

Due to changes in the law regarding confidentiality, it may be more difficult for us to contact your child's doctor regarding immunizations and medications. Please be sure we have appropriate information and signed authorization.

Student Absences and Sign Out

If a student is going to be absent, or if a parent or guardian wishes to have a child leave before the regular dismissal time, it is possible to notify the school by note or phone. Parents/guardians picking up children must come into the office and sign the children out. A child who becomes ill during the day may only be released to the parent or another adult previously selected by the parent.

Emergency Drills

Periodically, the school holds emergency fire, tornado, lockdown and other emergency drills. Teachers will notify, on a regular basis, students of the procedures to follow in the event of a drill. Emergency procedures and proper shelter areas are posted in all rooms. Students are expected to remain quiet and orderly during the drill or an emergency. School phones are not answered while a drill is in progress.

Eligibility Criteria For Free and Reduced Lunch

Note: All students are required to have this information, but it is furnished separately by Nutrition Services. If current information is not available at time of publication you may distribute separately.

Student Fees

Student fees are authorized for textbooks, school supplies, eye and ear protective devices, driver education, tuition for summer school and transportation for resident students attending public school who are not entitled to transportation. No student will be denied an education or be restricted from participation in co-curricular programs because of his/her inability to pay these fees. The building administrator may waive fees for students with financial hardships.

To have fees waived the Standard Fee Waiver Application should be completed and returned to the building principal.

Student Discipline

Building level discipline policies unique to each school are contained in the school handbook and reflect Board Policy. District wide discipline policies and due process procedures for general and special education students are contained in the Code of Conduct section of this handbook.

Surveillance Cameras

Surveillance cameras may be located on school buses and in various public spaces in school buildings and on school grounds. These cameras are present to assist school officials in providing a

safe environment for all students, staff and visitors. Video records from these cameras, although otherwise confidential student records, may be reviewed in the presence of school officials by parents of students being disciplined as a result of misconduct recorded on tape and may be used as evidence in student hearings. Students and others should know that they have no expectation of privacy in those places where surveillance cameras are installed and that student discipline records become public records if a student in an appeal to the Board of Education requests a public hearing or files lawsuit challenging the decision of the Board of Education.

Safe Schools

Students who are the victim of a serious crime on their school's campus have a right to transfer to another school within the district. Transportation is the responsibility of the student and/or parent.

Serious crime is defined as:

A forcible felony, physical or sexual assault other than a misdemeanor, kidnapping, 1st or 2nd degree robbery or extortion, 1st degree arson, use of incendiary or explosive device, criminal gang activity, use of a weapon.

Contact the Executive Director of Student & Family Services, Ronald Diimig at 328-6423 to arrange a safe schools transfer.

Lost or Stolen Property

Neither the school district nor its staff is responsible for lost or stolen property. Students are encouraged to only bring to school what is needed for learning each day. Students should not switch lockers unless authorized by the school administration. Students should not give out locker combinations to other students. Stolen property and broken lockers should be reported to staff immediately.

Visitors

All visitors, including parents are required to sign in and out of buildings when school is in session and students are present. Visitors and parents shall be provided a visitor's badge upon sign in and shall be required to wear the badge until signing out of the building. Visitor's badges shall not be required at parent teacher conferences. The conference sign in sheet shall serve as the building sign in sheet. At the discretion of the principal, sign in and visitor badge procedures may be modified or waived for special events such as holiday performances which may be held during the school day.

Other than for early childhood programs, parents are expected to say goodbye to their children outside the school door and children will independently go to lockers and their classrooms. Parents are expected to wait outside the building for student dismissal.

With exceptions to be approved by the building principal, students are expected to arrive on time and to attend all day. Check with your individual build to confirm late arrival and early dismissal procedures.

Specific sign in requirements for parents with children in early childhood programs shall be provided by schools with early childhood programs.

Parents wishing to visit classrooms, breakfast, lunch programs or recess are required to have the advance permission of the building principal. All procedures for sign in and visitor badges are to be followed. Parent and other visitors who fail to follow expected procedures; or who interfere with the responsibilities of staff or who behave or speak inappropriately to students or staff shall have visitor access privileges limited or revoked.

Cell Phones/Electronic Devices

The use of Electronic Devices. (cell phones, games, music players, etc.) is limited to specific areas of the building at specific times of the day. Cell phones in the building must ALWAYS be on silent. Classroom use of cell phones or other electronic devices is limited to instructional purposes as determined by the teacher. If causing a distraction, teachers will handle the situation like any other classroom distraction and ask the student to put the device away. Upon 2nd violation in the same classroom, the teacher will assign a detention and contact the parent and explain the need to keep the phone off in class. Any violation after parent notification will be made known to the building administrator. The building administrator may require the student to leave the cell phone in the office for later retrieval; hold the phone and require the parent to come to school to receive it; or apply other sanctions from the Code of Conduct (Policy 512).

The cafeteria and any student common area may be designated electronic-use areas during lunch. Buildings may restrict the use of cell phones and other electronic devices in these areas if their use interferes with orderly conduct in the school. Students are NOT permitted to use electronic devices while purchasing lunch as it causes confusion in the checkout process. Cell phones may be used in hallways, lunch room and other non instructional areas of the building before the start or after the end of the instructional day unless otherwise authorized by the building principal. The District's Internet Appropriate Student Use Policy (Policy 617) applies to students whether using District or personal devices. No student may take or transmit photos or videos of any individual without permission of staff and the person being photographed.

There are some additional responsibilities for both parents and students. The Council Bluffs Community School District understands that many parents communicate with their children via text messaging during school hours. We ask that you limit that communication to the time the student has lunch and before or after the start of the instructional day. Other communication should be done through the school office. If students choose to bring electronic devices to school, THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Searches

School District employees may conduct periodic inspections of all school lockers, desks or other school property or a randomly selected portion of any of these. School District employees may also open a locker to conduct maintenance or to check for needed maintenance. Contraband or evidence of school policy violations or violations of legal statutes discovered during regular, routine maintenance or random checks can be used as evidence against the student. Reasonable suspicion is required if a principal or his/her designee wishes to have a search conducted other than a routine maintenance or random check. Searches of individuals and/or their personal property, including automobiles, shall be based on reasonable suspicion, be within a reasonable scope and be performed by a school administrator and one other staff person. Pat down searches shall be conducted by a staff person of the same gender. An adult witness of the same gender shall be present, when feasible. Strip searches and the use of a drug sniffing animals to search a student's body are not permitted.

Confiscated Items

Staff may confiscate items considered inappropriate for school. If the item is illegal, it may be turned over to the police. Unless turned over to the police, confiscated items will be held in the main office and returned to the parent upon request at the conclusion of disciplinary action.

If no request is received within 10 days, the item will be destroyed or disposed. If no disciplinary action is planned, the item will be returned to the student or the parent with a direction that the item not be brought to school again. If this direction is violated, the student could face disciplinary action up to and including suspension or expulsion. Reasonable efforts will be made to securely store confiscated property until returned.

Police Resource Officers

Police Resource Officers have multiple roles as staff in a building. They offer security to staff, students, parents and clients of the school while on school premises. They also offer education and information to students and staff about the law. The officers have authority and responsibility separate from school authorities. Their powers to arrest or issue tickets are the same as any other police officer. Students should be aware that they can be subject to police action separate from any school action.

Presence At School Facilities Or Related Activities

Students shall not be on any District grounds or property or at school activities involving the Council Bluffs Community School District unless they have an appropriate reason for being there. Students and others may face disciplinary action including suspension and expulsion and be removed, barred and/or charged with trespass, disturbing the peace or other crimes if related to an inappropriate presence on school grounds.

Students who have engaged in serious or repeated acts of misconduct (Level 3) may be denied attendance at school related activities in addition to any period of suspension. This includes school graduation ceremonies. As with suspensions, the student must be provided with the due process provisions of the Code of Conduct. Students who have been suspended or expelled are excluded from all Council Bluffs Community School grounds or property and from all school activities involving the Council Bluffs Community School District during the period of suspension or expulsion without prior permission of the school principal or representative.

Compulsory Attendance

A child who has reached the age of six and is under seventeen years of age by September 15th is of compulsory attendance age. All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent and student have filed for competent private instruction (home schooling) by August 26th or within 14 days of removal from school. Any child who fails to attend school without reasonable excuse for the absence shall be defined as truant. The building principal or designee may report each child of compulsory attendance age who is truant to the County Attorney. It is the responsibility of the County Attorney to take appropriate action.

Excused absences may include:

1. Illness
2. Funeral
3. Medical appointment (Parents are encouraged to set appointments outside of the school day.)
4. Required court appearance
5. Absences to attend a religious service or to receive religious instruction
6. Other absences excused by the administration

A school administrator may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused.

The principal may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal, but shall be generally defined as interfering with the child's educational progress.

Truancy:

Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. Acts of truancy may result in interventions, denial of academic credit or grade level or course retention, and/or placement in alternate learning opportunities or referral to the County Attorney.

Drop Outs – License Revocation

Students between the ages of 16 and 18 who cease to attend school or officially withdraw (without a transfer and attendance at another school) will be reported to the Department of Transportation for the purpose of license revocation. This includes students who enroll in or intend to enroll in a GED program.

Attendance is part of a student's permanent record and will be furnished to prospective and/or current colleges and employers. This information may also be requested by the armed services as part of the recruiting process.

Transfers Within District

Students must live within the established attendance area or be approved for transfer to another school within the Council Bluffs Community School District. If you do not live in the area of the school you wish your child to attend, you must apply for an in-district transfer. Transfers may not be granted due to large class sizes in the receiving school. Lewis and Clark Elementary is closed to receiving in-district transfers and open-enrollment transfers for the 2010-11 school year.

Parent requests for in-district transfers are limited to one per year, per student. Transfers may only take place at the end of a quarter or semester (October, December or March). Students with excessive absences will not be allowed to transfer to another school unless approved by both the sending and receiving building as part of a planned attendance intervention or unless approved as part of a court-ordered mediation. Students who develop excessive, unexcused absences after a transfer may have the transfer revoked and be returned to their home attendance area school.

When a transfer is initiated by the parent, transportation is the parent's responsibility.

If you move outside of the Council Bluffs Community School District, you may request to remain in your current school. Please ask the school office for a form to request Open Enrollment into the Council Bluffs School District. If a change of address creates the need to attend a school in another school district, your student's records will be provided to the new school district upon request.

Student Code of Conduct Board Policy 512

Revised March 30, 2010

There are some items that need to be generally understood by all in regard to expectations for appropriate behavior.

The responsibility for children's behavior rests with parents. Parents are expected to accept the following responsibilities: know and support school rules; send pupils to school in the proper state of health, cleanliness and neatness; maintain an active interest in the pupil's progress and cooperate with the school by reading and returning signed communications and attending parent-teacher conferences.

Students are expected to contribute to the learning environment by respecting the rights of other students, the rights of the staff and by accepting responsibility for their own learning and behavior. Students are also expected to come to school appropriately dressed as outlined in the Council Bluffs Community School District's dress code.

The building administrator has the responsibility to enforce discipline for students while they are in school buildings or on school grounds; while they are on school-owned, operated or chartered buses; while they are attending or engaging in school activities and while they are off school grounds if student misconduct directly and immediately affects school discipline or the general safety and welfare of students and staff.

The Code of Conduct is not meant to be an exclusive list of unacceptable behavior. Board Policy 511 assigns the responsibility to various positions within the District the authority to discipline, suspend or recommend for expulsion any student "when the presence of a student is detrimental to the best interests of the District." This can include behavior not specified in the Code of Conduct which is generally known to be inappropriate or behavior which is in violation of federal, state, county or city laws and ordinances.

Additional policies related to student behavior may be included in the District handbook and in each school's handbook. Parents and students are responsible for knowing the content of the school's handbook. Violation of individual school handbook policies may also result in disciplinary action, including suspension or expulsion.

DUE PROCESS

The purpose of this Code of Conduct is to help students and parents know what is expected from them and what they may anticipate from schools.

Due process requires the following:

1. The student must have prior knowledge of the conduct that is required or prohibited.
2. The student must be told why he/she is being considered for disciplinary action.
3. The student must have an opportunity to express his/her views regarding the incident before any decision regarding discipline is made.
4. The school official must base his/her decision only on the matters about which the student has been informed.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the staff member who made the disciplinary decision. If the decision is not resolved, a parent or legal guardian should request a meeting with the building principal. If a parent or legal guardian, after discussion with a building principal, has concerns over an incident involving an out of school suspension, he/she may call the Executive Director of Student & Family Services. The authority to suspend a student up to 10 days rests solely with the school administrator.

FORMS OF DISCIPLINARY ACTION, TYPES OF MISCONDUCT

Level 1: To be administered by classroom staff:

Verbal reprimand, detention(s), parent contact, parent conference or other positive interventions are examples of disciplinary actions.

Level 1 offenses are those activities which are classroom specific and not included in other areas of this code. Staff may pursue the options listed above. A student's failure to follow a staff member's directions becomes a Level 2 offense.

Teachers are encouraged to work with parents in resolving issues of classroom misconduct. Examples of Level 1 offenses include:

- A. Speaking without permission
- B. Being unprepared for class
- C. Cheating
- D. Violating of classroom rules

Level 2: To be administered by a building administrator or representative.

Students being suspended from school shall not be released without reasonable effort to notify the parents or guardian and an informal hearing held with the student. The suspension of special education students will be in accordance with the federal and state rules and regulations of special education. Any special education student whose suspension(s) total 10 days within an academic year shall have an Individual Education Program meeting convened to develop/reconsider a behavior intervention plan which includes positive behavioral supports.

In addition to suspension, consequences and interventions may also include requiring the student to pay restitution for damage to school property, to complete counseling by a trained health care professional or other activities designed to help the student understand and compensate for the consequences of his or her actions. Financial obligations incurred under these situations are the responsibility of the student or family. School re-assignment may also occur as a result of a violation of the Code of Conduct.

SUSPENSIONS

Level 2 Students may be suspended up to 10 school days for the following reasons:

- A. Disruptive conduct,
- B. Profanity, obscenity or possession of pornographic literature or materials,
- C. Unsportsmanlike conduct involving opposing school teams, their representatives or officials,
- D. Possession or use of tobacco products (smoking, chewing, etc.),
- E. Gambling,
- F. Conduct or language that harasses, bullies or discriminates against others based on race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other protected trait or characteristic. The prohibition against sexual harassment includes harassment between people of the same or different gender,
- G. Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority and rules,
- H. Profane, obscene or abusive language toward staff,
- I. Hazing, intimidation, coercion or threats, including efforts to obtain money or other item(s) of value,
- J. Fighting,
- K. Stealing or possession of stolen property,
- L. Inciting others to violence or disobedience,
- M. Engaging in any activity that constitutes a danger to others,
- N. Engaging in any activity that interferes with the purpose of school,
- O. Using, possessing or being under the influence of any drug, alcohol or any substance presented as an actual illegal or legal drug, narcotic, inhalant or controlled substance other than a drug used as prescribed by a physician. This includes exhibiting the signs of drugs or alcohol use including, but not limited to, such things as the odor of alcohol on their breath or the odor of marijuana on clothing,
- P. Vandalism,
- Q. Possession of drug paraphernalia,

- R. Possession of fireworks,
- S. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system including violation of the District's Internet Appropriate Use Policy 617,
- T. Inappropriate sexual conduct including, but not limited to, indecent exposure ("mooning" etc.), "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate feeling, touching of another student's intimate parts, or the clothing covering intimate parts and display of affection that includes affectionate actions generally considered to be private or
- U. Knowingly making false statements about another student or staff member .

Upon the recommendation of the building principal in cases of serious misconduct under Level 2, 1st offense violations may lead to recommendation for expulsion.

EXPULSIONS

Expulsions are to be administered by the Board of Directors. If a student's action presents a serious and/or continued violation of conduct as listed under reasons for suspension or expulsion or as identified in Board Policy 511, the Superintendent of Schools or representative may recommend to the Board that the student be expelled for the remainder of the semester in which the violation took place or the remainder of that semester plus the following semester. The student and/or parent or legal guardian is entitled to be present for a hearing before the Board as part of an expulsion proceeding. A student may be suspended up to 10 school days pending a hearing before the Board on a recommendation for expulsion.

Any student expelled from school by the Board may be readmitted only by the Board. In cases involving expulsion, the Board may establish conditions for readmission. Conditions for readmission will focus on behavioral and academic standards and may be in the form of written conditions. Violation of these conditions could lead to another recommendation for expulsion.

Level 3: Students may be expelled for the following reasons:

- A. Possession or use of a firearm or other explosive device shall result in expulsion of up to 12 months unless altered on individual case basis by the Superintendent/Board.*
- B. Transmission, possession or use of any weapon other than a firearm or explosive device or any instrument or material intended as a weapon.
- C. Furnishing, selling, attempting to furnish or sell, using, possessing or being under the influence of any drug or alcohol or any substance presented as an actual legal or illegal drug, narcotic, inhalant or controlled substance other than a drug used as prescribed. This includes exhibiting the signs of drug or alcohol use, including but not limited, to such things as the odor of alcohol on their breath or the odor of marijuana on clothing.
- D.
 1. Any theft or possession of stolen property.
 2. 1st or 2nd degree robbery. *
- E. Vandalism.
- F. Inciting others to violence or disobedience.
- G.
 1. Fighting
 2. physical assault *
 3. sexual assault *
 4. any forcible felony *
- H. Possession or ignition of fireworks.
- I. Possession of drug paraphernalia.

- J. Intimidation, including causing injury, attempting to cause injury or threatening personal harm.
- K. 1. Hazing, intimidation, coercion or threat including efforts to obtain money or item(s) of value.
2. 1st or 2nd degree extortion. *
- L. Engaging in any activity that constitutes a danger to others.
- M. Engaging in any activity that interferes with the purpose of school.
- N. Failure to abide by corrective measures used by school personnel for misconduct, including verbal or physical defiance of authority and rules.
- O. Profane, obscene or abusive language.
- P. Setting or attempting to set a fire.
- Q. Cumulative misconduct.
- R. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system including violation of the District's Internet Appropriate Use Policy 617.
- S. Inappropriate sexual conduct including, but not limited to, indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate touching of another person's intimate parts or the clothing covering intimate parts and display of affection which includes affectionate actions generally considered to be private.
- T. Conduct/Language that harasses, bullies or discriminates against others based on race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other protected trait or characteristic.
- U. Knowingly making false statements.
- V. Kidnapping. *
- W. Criminal gang activity.*

*Items marked with an asterisk are only to be used when a police citation is issued to a student which corresponds to one of these items as defined in the Iowa Criminal Code.

STUDENT TRANSPORTATION REGULATIONS

The District provides bus transportation for qualifying students. It is the District's goal to provide the safest possible conditions for everyone riding the bus. Because the bus and bus stops are extensions of the school environment the Code of Conduct does apply to bus transportation. Bus passengers are subject to video surveillance.

General Guidelines

1. When waiting for the bus, students must respect the rights and property of others.
2. If a student misses the bus, this is not an excuse for being tardy or absent.
3. When boarding or leaving the bus, students must be conscious of other students and traffic.
4. No student shall sit in the driver's seat, stand or sit next to the driver, engage in any unnecessary conversation with him/her, harass or distract the driver.
5. Upon boarding, students will show the driver their passes, immediately select a seat and remain in that seat until they exit the bus. (Elementary students do not have passes.)
6. Students detained after school for disciplinary reasons shall be responsible for their own transportation.
7. If a student requests to ride a bus other than his/her regular bus, the student must obtain prior approval from the principal.
8. Students are responsible to the driver and/or School District personnel.

Other prohibited behaviors include:

1. Tampering with emergency doors or windows.
2. Leaving any books or personal items in the aisle.
3. Extending arms, head, legs or any part of their body out the window.

4. Refusing to allow other students to sit.
5. Spitting on or from the bus.
6. Any other behavior which could negatively impact safety on or off the bus.

While students are on the bus the bus driver has the same level of authority as a classroom staff member in administering discipline.

The driver is required to report in writing any infractions of the Code of Conduct or the above rules to the building principal and the bus company manager within 24 hours of the infractions. Any major infractions will immediately be communicated to the supervisor of transportation.

Those behaviors addressed in the Code of Conduct will be dealt with according to the provisions of the Code. Those rules on conduct which are unique to bus transportation will be addressed in the following manner:

1. The administrator will make a reasonable effort to notify the student's parent/guardian of any serious infraction or repeated infractions. If initial interventions are not successful, it could result in the administrator denying the student's riding privileges up to 10 days.
2. If infractions continue, the administrator may deny the student's riding privileges for the remainder of the school year. Prior to a student being denied transportation, the administrator will notify the parent or guardian of the student's action and the school's response.
3. Due process will be provided a student prior to any denial of transportation privileges except in emergencies. In emergency situations, the student will be provided with due process within 48 hours and prior to any further extension of a denial of riding privileges.

The administration may at any time deny riding privileges of anyone who may be a danger to the students or driver. It shall be the parent/guardian's responsibility to provide transportation.

Student Dress Code Policy 525

Revised May 23, 2006

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

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

It is the responsibility of the Superintendent in conjunction with the principals to develop, update and maintain administrative regulations regarding this policy.

STUDENT DRESS CODE GUIDELINES AND INTERVENTIONS

When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Modifications could also need to be made to items that are not listed. Principals may approve religious and medical exceptions.

1. Midriffs will not be exposed while standing.
2. No cleavage will be exposed in the front area or in the lower back area.
3. No garments, tattoos, accessories or other items will be allowed that advertise or promote drugs, alcohol, tobacco, gang activity*, violence or illegal activity. There will be no sexually suggestive, lewd, profane or obscene language or images on garments, tattoos, accessories or other items.
4. Skirts, skorts, and shorts must extend to mid-thigh when standing.
5. Undergarments and parts of undergarments are to be covered at all times.
6. Footwear is to be worn at all times. Footwear should be appropriate to classroom activity. Slippers are not acceptable.
7. Bandanas, hats, sweatbands, hoods or other headwear may not be worn at any time in the building.
8. Billfold chains, spiked wristband, cleated shoes, jewelry with razor blades, metal hair picks/combs or any other similar articles of clothing or accessories that are a hazard to safety or may damage school property may not be worn in school.
9. The areas between the neckline and outer shoulders shall be fully covered by fabric. Spaghetti straps, tank tops, tube tops, halter tops, including sleeveless undershirts and muscle shirts that do not cover the shoulder area, are not acceptable unless worn with an outer shirt that does cover the shoulder area.
10. Sheer, see through clothing and clothing that exposes the sides of the torso are prohibited.
11. Activity uniforms must follow these guidelines during the school day.
12. Exceptions may be made to this code for administratively sanctioned events.

*A gang is defined as "any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang

activity. The ‘pattern of gang activity’ means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed separate dates or by two or more persons who are member of, or belong to, the same criminal street gang.”

DRESS CODE INTERVENTIONS

- Step 1: Student conference and modification of clothing. *
- Step 2: Student conference, modification of clothing and parent contact by an administrator.
- Step 3: Parent and student conference with an administrator and modification of clothing.
- Step 4: Parent and student conference with an administrator and modification of clothing. Eligible for administrative actions such as before and after school detentions, lunch detentions, or other school based sanctions. Step 4 may be repeated as deemed appropriate by the building administrator. **
- Step 5: To be classified as a Code of Conduct violation; Level 3 G. Failure to abide by corrective measures used by school personnel. Eligible for suspension as deemed appropriate by the building administrator with due process as required.

* The term “modification of clothing” can include, but is not limited to a range of actions such as turning a shirt inside out, removal of inappropriate jewelry, covering of an inappropriate tattoo, wearing a belt, changing clothing or having a parent bring clothing.

** The term “as deemed appropriate by the building administrator” is intended as guidance to a building administrator to take into account factors such as age of the student, the severity of the violation, the level of disruption or other factors relevant to the administrators decision.

Eligibility for Student Activities Policy 612

Revised March 30, 2010

This policy establishes the standards by which students in grades 7-12 shall conduct themselves if they choose to take advantage of the privileges afforded them by participating in activities defined in this policy. Students participating in activities shall commit themselves to meet the standards of this policy and of the Student Code of Conduct at all times and in all places during a calendar year (365 days a year).

I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities provided by the Council Bluffs Community Schools. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline, wellness and skills necessary to personal success and well being and promoting the image and identity of the school and community. Students who choose to participate in activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

A school administrator or sponsor may declare a student in grades 7-12 ineligible to participate in an activity when the conduct of that student has been determined to be in violation of the established rules and regulations set out in this policy.

II. STUDENT AND PARENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in activities shall receive a copy of this policy and shall sign an agreement indicating that they will abide by this policy. A claim of no knowledge of this policy is not grounds for appeal of disciplinary action.

III. APPLICABLE ACTIVITY PROGRAMS

This policy applies to all co-curricular and extra curricular activities, which involve public performances, meetings, ceremonies or competitions including, but not limited to:

- 1) All athletics,
- 2) All music-speech-drama (public performances), cheerleading and pom-pom activities,
- 3) Student council and other elected offices including school royalty,
- 4) School honors and
- 5) School clubs.

The term "school activities" shall be used to include the above identified co-curricular and extra-curricular activities.

IV. APPLICATION OF ELIGIBILITY

Appropriate student behavior is required by and has an impact on all activities in which a student participates. If a student is participating in multiple activities at the same time when a violation occurs, the student loses privileges in all activities under this policy.

V. CONDUCT REQUIREMENTS

Students shall:

- 1) Abide by this policy at all times and in all places.
- 2) Abide by any additional specific rules and regulations which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.). Students will be required to sign a copy of a document as acknowledgment of their agreement to abide by coach or sponsor rules prior to participation. Coach and/or sponsor rules and regulations must be in writing and approved annually by the building principal or activities director.

General Standard

Good conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal and at all times reflects respect for and sensitivity to other persons, regardless of race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other protected trait or characteristic. and a respect for their rights, property and dignity. Persons in violations of this general standard and of the District's policy on Sportsmanship (Policy 913) are subject to penalties as defined in this policy whether or not the specific behavior is listed in the following section VI. Violations.

VI. VIOLATIONS

Violations of this policy include, but are not limited to, the following prohibited conduct and actions.

Students shall not:

- 1) Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive or an instrument used as a weapon;
- 2) Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
- 3) Possess, use or be under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
- 4) Possess, use or be under the influence of alcoholic beverages;
- 5) Attend a function or party where illegal drugs are being used or where alcohol is illegally being used by minors. Attendance at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age shall not be considered a violation of the good conduct policy unless alcohol is illegally consumed or an illegal drug is consumed by the minor student or the minor student is in the presence of others who are illegally consuming alcohol or drugs, and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (whether minors or not) illegally consuming drugs;
- 6) Use, possess and/or transmit tobacco or imitation or substitute tobacco substances;
- 7) Damage, destroy, vandalize or steal school property and/or personal property of others or
- 8) Participate in any conduct which would be illegal in Iowa, whether or not an arrest or conviction occurs, except misdemeanor traffic violations.

VII. DETERMINATION OF VIOLATION

When it comes to the attention of school officials that a student is suspected of a violation of this policy or the rules of a specific activity, a school administrator will determine whether a violation occurred.

Prior to making the final determination that there has been a violation, a school administrator shall:

(i) be informed of the allegation; (ii) perform an investigation; (iii) notify the student of the allegations either orally or in writing; (iv) tell the student the basis of the allegation and (v) give the student an opportunity to respond to the allegations.

If there is reasonable evidence to support the finding of a violation, the school administrator may determine that there has been a violation, whether or not criminal charges have been filed, whether a student's trial is pending-or whether or not the student is found guilty by a court of law.

Once the determination is made that a student has violated this policy, a school administrator shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be verbally informed within twenty-four (24) hours, followed by written notice, of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two working days of the determination. In lieu of mailing, written notice may also be personally given to the parent/guardian or student. In addition, the parent(s) will be notified orally if possible. The parent, upon notification, shall be given the opportunity to meet with the school administrator and discuss the violation, its circumstances and the application of the policy.

VIII. PENALTIES FOR VIOLATIONS

The penalties listed below are for specific violations of this policy. Violations not specifically listed will result in similar consequences. Where applicable the following will be applied in addition to the specific penalties outlined in the student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules as long as the rules as established by the coach or sponsor do not exceed the periods of ineligibility as established for 612 violations. If a national sanctioning body requires a more stringent penalty as a condition of accreditation then that standard shall apply in lieu of 612. The coach/sponsor shall inform the student of the penalty within two (2) school days of the determination of a violation. A penalty for a violation is ineligibility for a definite period of time for the activity/ies to which the penalty is to be applied. The student must participate in practice during the period of ineligibility, unless the student has also been suspended under the jurisdiction of the Code of Conduct. Suspended students shall not otherwise be on any District grounds or property or at school activities involving the Council Bluffs Community School District. The student shall not be permitted to dress for or publicly participate in the activity.

First Offense: A student whose violation of this policy constitutes a first offense will be ineligible to participate in all activities for 14 days commencing with the first public event after notice of disciplinary action.

Second Offense: A student whose violation of this policy constitutes a second offense will be ineligible to participate in all activities for 42 days commencing with the first public event after notice of disciplinary action.

Third and Succeeding Offenses: A student whose violation of this policy constitutes a third offense or succeeding offense will be ineligible to participate in all activities for 91 days to 365 days.

The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violations, including but not limited to: severity of violation, intent, student cooperation, injury to student or others, the potential for harm to student or others, student attitude and other matters deemed to be important factors in the specific case at the discretion of the school administrator.

Any person participating in serious misconduct as defined in Section VI, Violations, item 8, may be declared ineligible to participate in all activities for up to one calendar year for first and succeeding offenses.

If at the time of any violation the student is not currently participating in any activity, then the student's period of ineligibility shall begin with the first day of a public event in which the student registers and participates within the twelve months following the violation. If a student joins an activity with an outstanding violation and period of ineligibility, the student must register prior to the first practice date and continue participation through the last public performance in order to receive credit for satisfying the student's period of ineligibility. The student's period of ineligibility would begin from the date of registration. If the student fails to participate through the last public performance, the student's period of ineligibility would carry forward to the next activity.

A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

Any student, upon first offense who comes forward and admits to a school administrator, coach or sponsor a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, may have the penalty that would have been imposed, reduced by one-half (½). The administrator will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction. In the case of weekends and holidays when the school office is closed, the 24-hour period shall begin with the next date and time that the school office opens.

Offenses under Section VI, item 8, shall not be subject to any penalty reduction for self-reporting by a student.

Drug and alcohol violations shall be subject to the following additional restrictions:

First Offense: A drug/alcohol education and awareness program will be offered to the student. Student participation shall be optional.

Second and Third Offenses: An independent drug/alcohol evaluation at student expense shall be required. The school is to be furnished a copy of the evaluation. The student shall be required to participate in any treatment intervention deemed appropriate by the evaluator and to provide verification of participation. The student's failure to participate in this requirement shall result in ineligibility for one (1) calendar year.

Students who are removed from a public performance for which an academic grade is given shall be given an alternate opportunity for a grade. Under no circumstance may a student's ineligibility be waived, skipped or delayed because an academic grade is given for an event or for any other reason. Under no circumstances shall a student suffer an academic penalty because of a violation of this policy. A student may experience an academic penalty if he/she fails to appropriately complete the alternate opportunity for a grade. The alternate activity should (as closely as possible) approximate the skills and time commitment that would have been required of the student in the original public performance.

IX. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the student Code of Conduct, in addition to ineligibility under this policy, the student will not be allowed to participate for the period of time the suspension or expulsion is in effect in any activity, including practices, meetings, competitions or performances.

In the event a student receives a disciplinary in-school suspension, the administrator will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in-school suspension.

X. STUDENT APPEAL OF DISCIPLINE DECISIONS

A student may appeal the determination of a violation and/or the penalty imposed for a violation of this policy according to the procedures outlined below. Appeals other than to the Board shall be informal and a student may be accompanied by his/her parent or guardian. A student shall remain ineligible during any appeal.

APPEAL COACH'S/SPONSOR'S SUPPLEMENTARY RULES

Appeal of a coach or sponsor's supplementary rules must be submitted in writing to a building administrator within three (3) school days of the declaration or penalty. Upon receipt of the written appeal, an administrator will meet with the student as soon as possible and provide the student with an explanation of the charges. The student will be given an opportunity to rebut the charges and present evidence on the student's own behalf. The meeting will be informal. The decision shall be the administrator's and shall summarize the evidence upon which the administrator relied in making a decision. The decision shall be made and given to the student within three (3) school days of the meeting with the student. The decision in this matter shall be final.

APPEAL OF SCHOOL ACTIVITIES ELIGIBILITY POLICY

The decision of the administrator regarding a violation of this policy other than a coach or sponsor's supplementary rules may be appealed to the principal. The appeal to the principal shall be in writing and delivered to the principal or the principal's secretary within three (3) school days of receipt of the original administrator's written decision. The appeal to the principal shall specify the reasons for the appeal and all supporting information and facts. The principal shall review the results of the investigation conducted by the original administrator, the student's objections and supporting facts and information within three (3) school days of receipt of the written request for appeal.

The principal shall provide a written decision to the original administrator, the student and/or the student's parents within six (6) school days of receipt of the original written appeal. When student behavior results in a first offense of this policy, the principal's decision shall be final and no further appeal will be allowed. If the principal is unavailable, the Superintendent shall appoint an alternate.

When student behavior results in a second violation of this policy, the decision of the principal may be appealed to the Superintendent's office. If the Superintendent is unavailable, the

Superintendent shall appoint an alternate. The appeal shall be in writing and delivered to the Superintendent's office within three (3) school days of receipt of the principal's decision. The appeal shall specify the reasons for the appeal and all supporting information and facts. The Superintendent or designee shall review the results of the investigation conducted by the principal and the student's objections within three (3) school days of receipt of the written request for appeal. The Superintendent or designee shall provide a written decision to the principal, the student and/or the student's parents within six (6) school days of receipt of the original written appeal. When student behavior results in a second offense of this policy, the Superintendent or designee's decision shall be final and no further appeal will be allowed.

When student behavior leads to disciplinary action resulting in a period of ineligibility greater than 90 days, the decision of the Superintendent or designee may be appealed to the Board of Directors. A student may be represented by legal counsel in any hearing before the District's Board of Directors or a committee appointed by the Board President. Such a hearing shall be conducted according to the hearing format outlined in 511.1, Student Suspension and Expulsion-Procedure, with the exception that the hearing may be conducted by a committee of three Board members appointed by the Board President. Such appeal shall be filed in writing within three (3) school days after the decision of the Superintendent or designee is received. A hearing shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

XI. SCHOLASTIC ELIGIBILITY

Any student who wishes to participate in activities defined in this policy must follow the following guidelines:

1) ATHLETIC/ACADEMIC ELIGIBILITY (Sanctioned by IHSAA/IGHSAU) FOR GRADES 9 - 12

The student must be enrolled in enough courses each semester to be on schedule to graduate within a four-year course of study. A senior must be enrolled and passing a minimum of five credits. The student must pass all classes taken in which credit is given at the end of the semester. If, at the end of any semester grading period, a student receives a failing grade in any course for which credit is awarded, the student is ineligible to dress for and compete beginning with the next occurring interscholastic athletic contest and competition in which the student is a contestant extending for 30 consecutive calendar days.

2) CO-CURRICULAR/EXTRA-CURRICULAR ACADEMIC ELIGIBILITY FOR GRADES 7- 12

The student must pass all classes taken in which credit is given at the end of the semester. If a participant does not pass all classes taken at the end of the semester, the student is ineligible to participate for 30 calendar days in public events or contests. The period of ineligibility shall begin on the first school day of the next semester.

3) INTERVENTIONS AND SUPPORT FOR GRADES 7 – 12

Appropriate interventions and necessary academic supports will be provided to students failing or at risk of failing. Special Education and/or students with a 504 plan will be required to be making appropriate progress on the Individual Education Provision or individual 504 plan.

The District staff will check grades at the end of each mid-quarter and quarter. A student must be passing all classes taken at these times in order to remain eligible. Before ineligibility, students will have a 5 day grace period after mid-term or quarter grades are posted. If after the five days the student is still not passing, the student is ineligible to perform or compete in public events until the class or classes are being passed, except that students shall be allowed to participate in noncompetitive public performances where such performance is required for a grade.

Students who are removed from a competitive public performance for which an academic grade is given shall be given an alternate opportunity for a grade. Under no circumstance may a student's ineligibility be waived, skipped or delayed because an academic grade is given for an event or for any other reason. Under no circumstances shall a student suffer an academic penalty because of a violation of this policy. A student may experience an academic penalty if he/she fails to appropriately complete the alternate opportunity for a grade. The alternate activity should (as closely as possible) approximate the skills and time commitment that would have been required of the student in the original public performance.

Withdrawing (W) from a class any time after 4.5 weeks from the beginning of the semester will be considered a failing grade at the end of that semester and the student will be ineligible under this policy. If a student receives an incomplete (I) grade as his/her semester grade, the student will have 10 school days to complete missing work and will be ineligible during the 10 days. If the grade becomes an “F”(failing), the student will lose eligibility for the 30 calendar days. The ineligibility period would have begun with the first school day of the semester. An “I” is only given when the earned grade would be an “F” due to missing school work that when completed will result in a passing grade for the semester. There can be extenuating circumstances that justify giving of an “incomplete” and the extended time for completion.

XII. SCHOOL ATTENDANCE

All students who are scheduled to participate in an activity on any day that school is in session must attend at least one-half day of school on the day of the activity, unless permission to participate has been given by a school administrator.

TRANSFER STUDENTS

If a student transfers from another school district and the student has not yet (as determined by the preceding school) completed a period of ineligibility for a violation in the previous school, the student shall remain ineligible until the period of ineligibility is complete, if the administration determines that there is general knowledge in District or community of the fact of the student’s violation in the previous school.

COMPETENT PRIVATE INSTRUCTION – HOME SCHOOLING

Those students who are participating in Competent Private Instruction (CPI) shall be subject to the same rules of eligibility as regularly enrolled students. For CPI students, the parent shall be responsible for verifying grades and attendance for situations other than dual enrollment. The deadline for filing is August 26th. Please contact Robin Luedtke, at 328-6423 for more information

Internet - - Appropriate Student Use Policy 617

Revised April 27, 2010

The Council Bluffs Community School District provides Internet access to students. The District's Internet system has an educational purpose and has not been established as a public access service or a public forum. The District has the right to place restrictions on use to ensure that use of the system is in accord with its educational purpose.

Student use of the District's Internet system will be governed by this policy, related District and school regulations, and the student disciplinary code. Users have no privacy expectations in the contents of their personal files and records of their online activity while on the District system.

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District Internet system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District will not be responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the system by that user.

The District has developed and approved this policy in accordance with the statutory requirements of the Children's Internet Protection Act. The policy represents the District's good-faith efforts to promote the safe, ethical, responsible, and legal use of the internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.

The District will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted through the District Internet system.

User access to the District Internet system will require the use of an account name and password to enable individual users to be identified. Primary level students may use the Internet through a classroom user account and password as directed by a staff member.

In the event of an allegation that a student has violated this policy, the student will be subject to the Student Code of Conduct policy 512.

Prior to being allowed access to the Internet, students will be provided instruction regarding this policy and administrative regulation 617.1.

Students violating this policy will face consequences as defined in the Code of Conduct, policy 512.

Parents/guardians may request in writing that their child be excluded from Internet use.

Parent Involvement Policy 912

Revised May 26, 2009

The Board of Directors recognizes that a child's education is a responsibility shared by the school and family during the child's entire school career. To support District goals to prepare all students for success, the schools and parents must work as partners. For purposes of this policy, parent is defined as the custodial guardian or family caregiver.

Parents share the District's commitment to the educational success of their children. The District and individual schools, in collaboration with parents, shall establish and develop practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, the Board will support the development, implementation and regular evaluation of parent involvement at all school levels and in a variety of roles. Parent involvement will include, but will not be limited to, the following:

1. Promotion of clear two-way communication between the school and the family concerning the child's educational development and progress, as well as school programs and activities;
2. Information to parents and/or guardians on parenting skills that support a child's academic efforts at home;
3. Parent access to community and support services for children and families through the United Way 411 phone and the Pottawattamie County Web Based Resource Directory or other resources;
4. Participation of parents in school leadership and decision making through advisory roles such as the School Improvement Advisory Council and
5. Membership in parent-teacher organizations or Booster Clubs.

Expected Conduct at School Related Activities Policy 913

Revised May 26, 2009

Students, staff, parents and other members of the public are encouraged to participate in school activities beyond the classroom.

All attendees including, but not limited to, students, staff, parents, fans, spirit groups and support booster groups are expected to demonstrate respect and responsible behavior at school activities and events. The Board further encourages the development and promotion of sportsmanship, ethics and integrity among all persons in attendance.

Members of the public not covered by specific District policies may be banned from attendance at school activities for failure to demonstrate respect, responsibility, sportsmanship, ethics and integrity.

The Mission...

of the Council Bluffs Community School District is to guarantee every student graduates with the knowledge, skills and character to become a responsible citizen and succeed in a changing world by creating a leading edge, inclusive educational system which provides challenging expectations, diverse experiences, engaging curriculum, and innovative teaching within a collaborative, caring community.



Elementary Schools

Bloomer
Carter Lake
Crescent
Edison
Franklin
Gunn
Hoover
Lewis & Clark
Longfellow
Roosevelt
Rue
Walnut Grove
Washington

Middle and High Schools

Kirn Middle School
Woodrow Wilson Middle School
Abraham Lincoln High School
Thomas Jefferson High School
Kanesville Alternative Learning Center
Tucker College and Career Center

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