

**Cherokee Washington High School
2024-2025 Student Handbook**



**600 West Bluff Street
Cherokee, Iowa 51012
Phone 712-225-6755
Fax 712-225-6757
Principal- Mr. Matt Malausky**

TABLE OF CONTENTS

Rev. 06-2021-TA

ALPHABETICAL BY TOPIC	PAGE	ALPHABETICAL BY TOPIC	PAGE
Absences Excused	9	Guidance Services/ Schedules	26/27
Absences Unexcused	9/10	Homeless Children/ Youth	37/38
Absences Unexcused Consequences	11/12	Inappropriate Language	19
Academic Eligibility	30	Incomplete Grades	6
Academic 10-day Rule	31	Indebtedness	16
Academic IHSAA/IGHSAU Rule	32	Initiations/Hazing/Bullying/Harassment	23-26
Academic Remediation for In-Eligible	32	Inspections/Searches	13
Activity Buses	29	Insurance	16
Appendix B	39-41	Internet Offenses	15
Attendance	9	Internet Policy	14
Attendance Codes	10	Internet Proper/ Ethical Uses	14/15
Attendance Procedure	11	Late School Work Policy	6
Automobiles/Parking	28	Leaving School Early	12
Backpacks/ Book bags	23	Library	8
Bus Conduct	29/30	Lockers	12
Bus Conduct Violations	30	Lunch	8
Cell Phone/Electronic Devices	13	Make-up Work	11
Cell phone/Elec. Devices Offenses	13/14	Method of Counting Code of Conduct	35
Changed Class Schedules	27	Miscellaneous	27
Change Student Directory Info	17	Notification Process	36
Classroom/Study Hall	7	Open Campus	4
Code of Conduct Sanctions	34/35	Parking Lot/ Violations/ Offenses	19
Code of Conduct Violations	32	Physical Education Classes	28
College Now Classes	7	Plagiarism/Cheating	23
College Representatives	26	Procedure for Investigating Abuse	30
College Visits/Job Interviews	27	Reinstatement of Eligibility	34
Daily Announcements	7	Report Cards/ Midterms	6
Determination of Ineligibility	33	School Announcements	7
Disciplinary Options/Definitions	18/19	School Day	7
Discipline	18/19	School Spirit	27
Discipline Guideline Infractions	20	Student Code of Conduct/ Participation	30
Discipline Guideline Grid	20-22	Student Conduct/ Discipline	18
District Mission Statement	3	Student Directory Information	17
District Vision	4	Student Immunizations	28
Dress Code	28	Student Record Access	17
Due Process	26	Student Transfer to CWHS w/Conduct Violations	36
Early Graduation Requirements	3	Study	8
Eligibility Rules for Extracurricular	30	Tardies	12
Elimination of Violations	35	Telephones	13
Family Time Rule	30	Transportation	29
Fighting	19	Transferring Conduct from MS to HS	33
Fire Exits/ Disaster Areas	28	Valedictorian /Award Guidelines	4
Food/Pop in Building	8	Visitors/Guests	16
Food Services	15	Waiver of Student Fees	16
General Policies	9	Weapons Policy	22/23
Grade Point System	5	Wellness Policy	16
Graduation Requirements	3		
Great Start Classes /Senior Year Plus	6/7		

“Empowering Learners”

Mission Statement

With community involvement, we will empower learners to become contributing members in our changing world.

Iowa Nondiscrimination Statement

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: OCR.Chicago@ed.gov

Equal Education Opportunity Policy

Pursuant to board policy 102, the Cherokee Community School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, gender identity, sex, marital status, religion, disability, age, or sexual orientation in educational programs or employment. If you have questions or concerns about any policy or procedure of the district please contact the CCSD office 600 W. Bluff Street, Cherokee, Iowa 51012. (712) 225-6767. Policies are subject to change at any given time.

District Vision

In our vision for the future, our key word is ALL-

- The entire community will work together to improve learning in our district.
- Families will be actively involved in children’s learning.
- Teachers will work together to facilitate the best learning.
- Students will be excited about learning.

- Technology will be a tool to improve learning.
- Communication between ALL community members will be open and enthusiastic in empowering learners.

Learning Outcomes for Graduates

Students graduating from the Cherokee Schools shall:

- Demonstrate the knowledge, skills, and attitudes essential to meet their physical, emotional, social, and academic needs.
- Demonstrate the knowledge, skills, and attitudes to become contributing members of society.
- Prove technological literacy and be able to apply this knowledge and skill.
- Demonstrate the communication skills of reading, writing, speaking, listening, and observing.
- Demonstrate the knowledge, skills, and attitudes to think and solve problems.
- Recognize and understand world interdependence and demonstrate an awareness of cultural diversity.

GRADUATION REQUIREMENTS

All students must earn 49 credits and meet the requirements set by the Board of Education unless otherwise dictated by the student's IEP or 504 Plan. One credit has to be Fine Arts or a Career and Technical Education credit as part of the 49 credits. To receive credit for a class, the student must be enrolled at the end of the semester and receive a passing semester grade for the course. Each full time student is required to carry a minimum of 7 academic credits in any given semester. To participate in Commencement, **the student must meet the graduation requirements** as approved by the Board of Education or as written in the student's IEP or 504 Plan. Specific graduation requirements are published in the Student Registration Handbook.

EARLY GRADUATION

Washington High School provides for graduation in less than eight semesters if the student has earned the appropriate credits. Students interested in this option should pick up a copy of the policies and procedures governing early graduation during their junior year from their counselor. Students need to have all paperwork, including a letter of request for early graduation, completed and turned into the counselor by November 1st of their senior year. The school board must approve a request for early graduation. Early graduates will be considered alumni of the school after completion of the 1st semester, but they will be able to participate in Prom, Awards Night and Commencement.

Determining Valedictorian and Awards

If multiple CWHS students have a 4.0 the following guidelines will be used to determine placement and awards.

The student with the highest ACT score will be named valedictorian and the next highest ACT score will be named the salutatorian.

Awards

Highest ACT Score- Best of the Class Honors

2nd Highest ACT Score- Governor's Award

3rd Highest ACT Score- Des Moines Register
 4th Highest ACT Score-Clayton Courtright Award

OPEN CAMPUS

Washington High School would like to recognize the efforts of our students in good attendance, behavior and academic progress. Seniors may be allowed to have open campus during study halls and lunch the second semester for those who meet the criteria.

OPEN CAMPUS SECOND SEMESTER STIPULATIONS:

1. No Office Referrals
2. 1st Semester GPA = 2.0 ©
3. No Unexcused Absences
4. No Discipline Grid Violations 1st Semester
5. < 5 Unexcused Tardies for the 1st Semester
6. 42 Credits at the end of the 1st semester.

If a student violates any of the school rules, open campus will not be granted 2nd semester. Open Campus students will be held accountable for these guidelines and can lose points, possibly the privilege of open campus, if rules are not followed. Once students accumulate 12 points, open campus privileges will be revoked for the remainder of the semester.

Point system followed:

- 12 pts. ~ Vandalism of School property
- 12 pts. ~ISS or OSS
- 12 pts. ~ Theft in School
- 6 pts. ~ “F” in required class @ ¼ grades
- 2 pts. ~ for each “D” or “F” in ¼ grades
- 6 pts. ~ Inappropriate behavior w/office referral
- 6pts. ~ Any parking lot infraction
- 3pts. Per incident~Abs. Unexcused
- 3 pts. Per incident~ Failure to attend ANY mandatory meeting
- 2 pts. Per incident ~Tech violation
 - 2pts. ~Failure to complete College Blue Sheet- BEFORE VISIT
 - 2pts. ~ Failure to complete Parent Permission- BEFORE VISIT
 - 2 pts. ~Failure to Verify college visit-AFTER VISIT
- 1 pt. Per tardy for Tdy Unexcused

Grade Point

A	Superior, Excellent	4.00
A-		3.67

B+		3.33
B	Good, Above Average	3.00
B-		2.67
C+		2.33
C	Average Work	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		.67
F	Failing	0.00
WF	Withdraw-Fail	0.00

*****CWHS GRADING SCALE*****

A 100%-93%	C 76%-73%
A- 92%-90%	C- 72%-70%
B+ 89%-87%	D+ 69%-67%
B 86%-83%	D 66%-63%
B- 82%-80%	D- 62%-60%
C+ 79%-77%	F 59%-0%

*****LATE SCHOOL WORK POLICY*****

Late school work will be docked 10% each day up to five days and anything turned in after five

days the grading will start at 50% . School work will turn to a zero at the end of the unit grading completion date determined by the CWHS instructor.

One Day Late- 10%- Best Score 90%

Two Days Late- 20%- Best Score 80%

Three Days Late-30%- Best Score 70%

Four Days Late- 40%-Best Score 60%

Five or More Days Late- 50%-Best Score 50%

School work submitted after the summative assessment for each unit will receive a zero on all missing school work (Unless extenuating circumstances exist determined by instructor and building principal).

REPORT CARDS AND MIDTERMS

Report cards are emailed at midterm and end of each nine week grading period. Semester grades are indicated on the reports of the second and fourth nine weeks. Semester grades are used to calculate a student's cumulative grade point average. These can be accessed online through the JMC Parent Access. Paper copies will be provided for parents or students who request them from the high school office. Conferences and other forms of communication between the parents and teachers are welcomed and encouraged at all times. Parent-Teacher Conferences will be conducted at the end of the first nine weeks and during the third nine weeks.

INCOMPLETE GRADES

The maximum time allowed to make up an incomplete will be one week. For the 4th quarter the deadline is the last teacher workday of the school year. The exceptions to the above deadlines are that seniors must have all work completed by the last school day for seniors and in the event of a prolonged excused absence from school just prior to and/or during the end of the quarter. In extraordinary cases, the administration may waive these deadlines and set a deadline that would be reasonable for the circumstance.

GREAT START (GS) AND SENIOR YEAR PLUS

All juniors, seniors, and those freshman and sophomore students in the TAG program are eligible to take advantage of the GREAT START CLASSES (GS), providing they show they are proficient in math, reading and science on the Iowa Assessment tests and meet the qualifications of the college from which the class originates. Students must work with their counselors to make certain that all graduation requirements are met for high school graduation in addition to any college classes taken.

All Great Start classes:

- Must be approved by the principal or designee
- Cannot be similar to an offering at the local level
- Will be taken for college and high school credit
- That the school approves and pays for will have that grade included into the student's high school GPA and honor roll.

COLLEGE NOW!

The “WIT College Now!” program will be offering some classes for both high school and college credit. These classes are built into the Washington High School class schedule and are available for juniors, seniors, qualifying freshmen and sophomores.

GRADING SYSTEM

The grading system used in the Washington Senior High School is the A, B, C, D, and F letter system.

DAILY OPERATIONS

SCHOOL DAY

The school day is made up of eight periods with 4-minute passing time between each period. School starts at 8:05 and is dismissed at 3:20.

When special events or weather conditions occur during the school day various time schedules will be used.

DAILY ANNOUNCEMENTS

A bulletin containing announcements will be posted on the school’s web page, and read daily after the first bell. Students are responsible to read these announcements daily.

SCHOOL ANNOUNCEMENTS

Weather-related school cancellations can be heard on KCHE radio, social media, and local television stations. **Parents and students are encouraged to sign up for JMC Parent Access which will send this information to their emails and/or cell phones.** Contact the office for instructions as to how to get registered. If you wish to have yourself removed from notifications, please call the school office.

CLASSROOM/STUDY HALLS

Staff will not allow students to see other teachers, counselors, library staff, other staff members without a pre-signed pass. Students are expected to be prepared for class and/or study halls. Students who violate pass procedures may have pass privileges revoked. Students may get a pass from the office between classes but never during instructional time. Please see Study Hall Guidelines.

STUDY SESSIONS

Every two weeks we will be pulling grades to check on student progress. If a student has two or more D’s or an F in any class they will be required to attend Study Sessions in place of their regular study hall in the CWHS Library for two consecutive weeks until we check grades again (Grades will be checked every two weeks). If the student’s grades have not improved they will continue in Study Sessions for the remainder of the quarter. Students in Study Session will be receiving additional support from a CWHS Staff member where all distractions will be eliminated to help the student become more successful at CWHS.

LUNCH

There will be three lunch periods. Students will be assigned to a specific lunch period and are expected to spend their lunch period in the commons. Permission may be granted by the lunchroom supervisor(s) to use the restroom and water fountain. **If a student is sent to the office by the lunchroom supervisor, the following measures may be taken:**

First offense: 2 days private dining

Second offense: 1 week private dining and parent notification

Third offense: Private dining for the rest of the semester.

FOOD/POP IN THE BUILDING

NO candy, pop, coffee, or drinks other than plain, still water will be allowed in the school, this includes study hall. Students may only carry water with them in a sealed container during the school day.

Drinks, snacks, and other items are sold in the school cafeteria before and after school. Food is not to be taken from the Commons during the school day. With the exception of cold lunch brought from home, no other food may be brought in from outside restaurants or fast food establishments. Classroom celebrations using candy, pop, and food are permitted on a case-by-case basis, approved by the building principal.

Common off-limit examples: coffees, caffeinated beverages, juices, sports drinks and any type of snacks or food

First offense: dump your food/drink in the garbage

Second offense: sent to the office, conversation with principal and review of food and drink policy

Third offense: designated school clear water bottle

Teacher Accountability

1. Verbal Warning
2. Write up, not in your file + Meeting with Principal
3. Write up, in your file + Meeting with Principal & Superintendent
4. Plan of Assistance

LIBRARY

The library is a place to read, research or study. Books may be checked out for two weeks with a two-week renewal. Reserved books and reference books may be taken from the library only with permission from the library staff.

GENERAL POLICIES

The ultimate purpose of education is to help each student become a contributing citizen in a democratic society. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We encourage you to participate in activities within our school. **Remember that your success in school or**

anywhere will be directly related to your efforts. Policies found in this handbook may be changed due to current law or board action.

ATTENDANCE

Daily and punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of their educational opportunities offered here. Just as in the world of work, the expectation is that students will be here on time every day.

Attendance is a shared responsibility that requires communication and cooperation between parent, student and the school. In addition, students are to be on time to their classes all day long once in the building.

The world of work has these expectations and so do we. Any unexcused tardy over ten minutes will count as an unexcused absence. Students must attend a minimum of 4 class periods immediately preceding an activity, event, or practice in order to participate or secure approval by the building principal.

In the event a student cannot make it to school, it will fall under one of the following two categories:

Excused absences occur due to an event the student has little or no control over. Examples could include illness, death in the family, and doctor appointments that cannot be scheduled outside the school day. Any absence of three consecutive school days or the fifth unexcused absence in a quarter will need to be verified through a doctor's note or the school nurse to be excused. Without such verification the absence will be deemed as unexcused. Students will have 2 days to notify the office as to the purpose of the absence before it becomes an unexcused absence. Please bring a doctor's note.

Unexcused absences are those times when a student chooses to do something that falls within the school day, which could be scheduled at another time. Some examples include haircuts, shopping, working outside the family, senior pictures and oversleeping. Missed work will be due by 8:15 a.m. one day after the student's return.

All pre-announced tests, assignments, presentations, etc. would be due the day the student returns to class. Teachers or the office may require study sessions outside of the school day. There are some absences that, though excused, are not approved by the school, due to the disruption of the educational process. These categories would include working at home and family vacations.

- A student is expected to be in school 180 days per academic year. Seniors may be released earlier in accordance with Board approval. CWHS does realize that a student may have an occasional need to be absent from school but within certain limitations.
- A 10-day limitation per semester of absences has been set for each student at CWHS. Any student that is absent more than 10 days during a semester from any one class is subject to loss of credit in that class. Students with more than 10 absences may opt to contract that time and work for credit.
- Contracts may be made between students and the teacher or students and the Principal. All contracts must be on file in the Principal's file. All make-up time and work must be

completed by 10 school days beyond the semester or the student will be subject to loss of credit for that class. Time may be made up before/after school.

- Absences which are due to hospitalization, long term illness, doctor, or dentist appointments will not be counted in the 10-day limit if parents provide the school with written verification from the health provider services within 3 days of the absence which lists the specific dates in question.
- Other absences that will not count on the 10-day limit include approved school activities, recognized religious holidays, or funerals.
- After 5 days absence in any one class during a semester a notice will be sent to parents informing them of absences, reasons given and the attendance policy. After 10 days absence a notice will be sent to parents informing them of action taken.
- Students must sign out at the office before they are allowed to leave.
- The school administration makes the final determination if an absence is excused or unexcused.
- Attendance codes are used to record attendance. Graph explained:

0. Unknown	7. Home	14. Nurse	21. Left School/Class
1. Illness	8. Family Emergency	15. Counselor	22. Skipped Out
2. Medical	9. Legal Placement	16. ISS	23. No Ride
3. Family Vacation	10. WIC/Mat/ExtMed	17. OSS	24. Office Referral
4. Out of Town	11. Court/PD	18. Weather Related	25. Translating
5. College Day	12. Court House	19. Overslept	26. Refused to go
6. Funeral/grief	13. School Related	20. Car Problems	27. Career/Job Shadow

Attendance Procedures:

Call-in: Whenever it is not possible for a student to be in attendance, the school expects a telephone call from the parents by 9:00 on the morning of the absence. The office telephone number is 225-6755. The parent's call will admit the student upon return to school, but **the principal makes the final determination of excused or unexcused.** If it is not possible to call the school, the student should bring a written excuse from the parents giving the reason for absence when s/he returns. You may leave a message on the phone after hours. Parents may also use the JMC app on their phones.

Illness: Students who become ill or are injured while at school shall be given first aid in accordance with Policy 504.3. Students who become ill must see the school nurse or a secretary before going home. Failure to do so will result in an unexcused absence. Students with a contagious disease will be excluded from attending school for a period of time as specified by the school nurse.

Students requiring prescribed medication during school hours must comply with the following:

- Adequate instructions must be written and filed with the nurse
- Signed authorization from the parent or guardian
- A written authorization from a licensed medical doctor, osteopathic physician or dentist with the dosage listed
- Non-prescription drugs will not be dispensed by the office or the nurse.

Make-up work: For excused absences, students are allowed the number of days absent plus one day to complete makeup work for illness or for unforeseen emergencies up to 10 days. Students who have absences for any reason will be required to make up work missed in class. It is the student's responsibility to obtain all make-up work from his/her teacher either before the absence or immediately upon return to school. Failure to obtain make-up work is no excuse for not doing the work missed.

Students who are absent due to school related activities or for planned vacations with immediate family, are to make arrangements with the teacher prior to the activity or vacation.

For unexcused absences, all make-up work is due by 8:05 a.m. on the second day after the absence. In circumstances where a long-term assignment or a test has been announced prior to an absence, students will be expected to meet the stated deadline or complete the requirements immediately upon returning to school.

CONSEQUENCES FOR UNEXCUSED ABSENCES (Per Event):

First Unexcused Absence:

Students will be given a warning and possibly detention depending on the number of class periods missed on the first incident. Parents/guardians will be notified.

Second Unexcused Absence:

Students will serve 45 minutes per class period missed and parents/guardians will be notified.

Third Unexcused Absence:

Students will serve 90 minutes per class period missed and parents/guardians will be notified. A meeting will be arranged if possible.

Fourth Unexcused Absence:

Students will serve 180 minutes of detention per class period missed and the parents/guardians will be notified. If applicable, the county attorney will be notified and if determined, a mediation meeting will be arranged.

Fifth Unexcused Absence:

Students will be removed from class and re-assigned to a study hall. The student will receive a Withdraw without credit on his or her transcript. The parents will be contacted about the action. If applicable, the county attorney will be notified and if determined, a mediation meeting will be

arranged.

Students will have (24 hours) two days to do the appropriate detention time or by the end of the week. The administrator may preauthorize students to carry over detention time to the next week. Any student who misses three or more detention times will be put on in-school suspension until progress is made to make up the time owed. Students who frequently skip detention may be given further disciplinary action including out-of-school suspension.

TARDIES

Students are expected to be in class on time. Not only is this important for class, but it is an expectation of employers. We have four minutes passing time between class periods. If you talk with a teacher after class, a pass will need to be signed for an excuse/pass to the next class. Consequences for tardies refer to the discipline grid. ****Please note: ****

* Tardies will be checked weekly by the attendance office.

* Tardies will reset at the end of each quarter.

*Attendance policies are subject to change.

LEAVING SCHOOL EARLY

A student wishing to be dismissed early must bring a signed excuse from his/her parent or have the parent call the office. Students must sign out when they leave. If a student is ill, the student must see the school nurse or secretary, who will telephone the parents before the student signs out. Leaving the building without permission or failing to sign out will be regarded as an unexcused absence (Truant).

LOCKERS

Students will be assigned a hallway and gym locker. **With the implementation of the 1:1 program, a lock may be checked out from the high school office.** There is no charge, providing it is returned at the end of the school year. **It is highly recommended that ALL students lock up their possessions in both their hallway and gym lockers for their own protection.** All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person. Lockers are not to be decorated with sticky decals, signs, posters, slogans or other items difficult to remove. **Do not bring valuable items and large sums of money to school. Do not bring anything to school that you cannot afford or want to lose. Personal padlocks are not allowed and may be cut off.**

INSPECTIONS and SEARCHES

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. Periodic inspections, announced and unannounced, of all or a random selection of lockers may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement. The contents of a student's locker (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable suspicion. Such searches will be conducted in the presence of another person or persons. This also applies to vehicles parked on school property.

TELEPHONES

School phones are placed here for business reasons. No long distance calls may be made by students, except in the case of an emergency or unless permission is granted. If parents have a

need to contact their student(s) via phone, they are to call the school office and the message will be delivered to the student.

CELL PHONES/ELECTRONIC DEVICES

No phones allowed in classrooms during the school day. Classrooms include library/study hall, auditorium, gym, weight room, counseling office, and homerooms. Students may keep their phones in lockers, cars or at home. No phones allowed in classrooms or during class time throughout the school day. If a phone is seen it will be confiscated from the student and taken to the office. This is not up for discussion. Teachers will call the office and someone will come to the classroom to get the phone.

1. 1st Offense: Phone is confiscated and taken to the office. Students may pick it up at the end of the day.
2. 2nd Offense: Phone is confiscated and taken to the office. Students can pick the phone up after 2 days or parents can pick up the same day.
3. 3rd Offense: Phone is confiscated and taken to the office. Students can pick the phone up after 3 days or parents can pick up on the same day. Students will then be required to turn the phone into the office when they get to school each day for the entire day for the rest of the semester.

Any additional Offenses: Phone is confiscated and taken to the office. Students can pick the phone up after 3 days or parents can pick up on the same day. Students will then be required to turn the phone into the office when they get to school each day for the entire day for the rest of the semester + ISS. Students will not be allowed to wear their air pods/headphones during class unless approved for learning purposes. Classroom phone usage for a lesson is permitted on a case-by-case basis, approved by the building principal.

INTERNET POLICY

The Cherokee Area School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. The Internet is a part of this information "superhighway". We believe this computer is an educational tool by allowing students and staff to access and use information sources from district computers. The Internet is also a tool for lifelong learning.

Proper and Ethical Use

With this learning tool, students and staff must understand and practice proper and ethical use. Faculty will actively supervise high school students when using the Internet for class. Students will access Internet resources which teachers have previously explored and selected. Faculty will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.

Conditions and Rules for Use

- **Acceptable Use:** The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the Internet must be in support of and consistent with the educational objectives of the District.
- **Privilege:** The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this privilege.

A Responsible User

A responsible user of the Internet may have access as long as the user is a staff member or student in the Cherokee School District.

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet only under the supervision of the teacher/staff member.
- NOT use the Internet for any illegal purpose.
- NOT use impolite or abusive language.
- NOT violate the rules of common sense of etiquette.
- NOT access/change computer files/accounts that do not belong to the user.
- NOT receive copyrighted material without permission and /or citing sources.

Students must understand that:

- If the rules are violated, your privileges may end.
- Permission is needed for use of student names, photos, or work posted on an Internet site.

All Internet access at the school is filtered by a firewall. The filtering software is a commercially produced filter product that attempts to block possibly objectionable sites. No filter is perfect. The filter is updated weekly and the filter company's cyber committee establishes the filtering criteria. An activity log of all instances where our filter blocks a website is generated and reviewed by the school's System Administrator. **A student found in violation of this policy will have their usage restricted to a minimum of:**

1st Offense:

Students will receive a verbal warning depending on the severity of the infraction.

2nd Offense:

Student's computers will be put in the "restricted" group. This will limit what they can use on their Chromebook.

3rd Offense:

Students will be placed on a severe restricted group list, limiting what sites can be used. Their computer may be taken away.

These are in effect throughout a student's career at CWHS.

FOOD SERVICE

You may deposit money on your accounts by going through a parent account online, sending money with your child to the office or food service staff, or by calling the kitchen @ 225-6765. You can give them your debit, credit, or checking account numbers. Please do not do this between the hours of 11am-1pm. The best time to reach the food service staff is between 7:30-3:00 daily. Students will not be allowed to purchase ala carte unless their account is current. Ala carte is available to all students. They can pay cash for this each day or charge to their family account if they have their parent's permission and if the account has a positive balance.

Any account balance that is -\$20.00 or more, the student will be offered a soy butter or cheese sandwich, apple, and milk until the account is paid. This is a board policy and is found on the

homepage under board policies number 710.4. Lunch accounts need to keep current. The food service department sends emails to remind you when you are getting close to zero or below. Please be sure the office has your current emails.

Breakfast is served Monday through Friday from 7:00-8:00 in the commons.

WELLNESS POLICY

The Cherokee Community Schools Wellness Policy can be found on The Cherokee Community Schools district website under policies 507.9. This policy outlines the district's goals for wellness and nutrition for the students and faculty of the Cherokee Community School district. The committee of parents, students, teachers, and directors meet every three years to update this policy. If you are interested in being a part of this committee, please contact any school and ask to be added to this committee. You can locate the Wellness Policy and Wellness review on our district website under Parents-Students-Stakeholders>Nurse News/Wellness Policy.

VISITORS AND GUESTS

Occasionally students have friends visiting them and they wish to bring visitors to class. Students who wish to do this are required to contact the principal's office three days in advance of bringing a visitor. If the building principal approves of the visitor, a pass will be issued. Teachers are not required to accept visitors. Visitors will be held to the same behavior standards as our regular students. If a teacher deems it necessary, the visitor may be referred to the office. Visitors are not allowed during the first or last two weeks of school or during semester test week.

INSURANCE

Student accident insurance is offered to all students. The Iowa Athletic Association rules state that all athletes must have insurance to be eligible. All accidents must be reported promptly to the staff member in charge of the student at the time of the accident.

INDEBTEDNESS

All fees, bills and individual obligations must be paid before any student graduates, transfers from or leaves the school. Keeping current on these items is beneficial to both the school district and the student. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who vandalize school property or equipment will be required to pay for damage done. **Before graduation, all family lunch accounts must be current.**

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the secretary and/or principal at registration time for a waiver form. **This waiver does not carry over from year to year so it must be completed annually. The waiver does NOT include student fees such as: Chromebook charges, Food Service Ala Carte items, padlock fees, locker fees, shop fees, etc.**

STUDENT RECORDS ACCESS

The Cherokee School Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The high school main office and counselors shall maintain student records.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. If a student is a dependent as defined by the IRS, the parents may be provided access without the written permission of the student. A representative of the parents or eligible students may be denied access to a student's record if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parent or student from exercising the right to access the student records.

Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

STUDENT DIRECTORY INFORMATION

Directory information is gathered with the intent of it being used for district purposes. There are times when this data is requested from an outside source. This data includes name, address, telephone number, date and place of birth, e-mail address, grades, enrollment status, participation in school activities, weight and height of members of athletic teams, degrees and awards received, dates of attendance, photographs and other likenesses, the most recent educational agency or institution attended by the student, and other similar information.

A parent or any student over eighteen years old can request that this information not be shared. Contact the high school office for the appropriate form to be signed and returned. Policy reference 506.2

CHANGE OF DIRECTORY INFORMATION

If a student has a change in any of their directory information (address, phone number, etc.) they are to notify the office immediately. Directory information will be made available to the military service and colleges if requested. Parents must notify the school if they wish to not receive mailing from others.

STUDENT CONDUCT AND DISCIPLINE

The board believes that inappropriate student conduct causes material and substantial disruption

to the school environment, interferes with the rights of others, or presents a threat to health and the safety of students, employees and visitors on school premises.

Students will conduct themselves as young respectful adults in, on, around, and outside the school atmosphere.

Students who fail to abide by this policy may be disciplined. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

DISCIPLINARY OPTIONS AND DEFINITIONS

- **Suspension:** A disciplinary action that removes the student from the classroom. This may be an in-school or out-of-school suspension. An out-of-school suspension will mean the student is not allowed to be on school grounds or at home/away school activities during the time of the suspension.
- **Expulsion:** A disciplinary act of removing a student from school by the School Board upon the recommendation of the administration.
- **Detention:** Students may be assigned make-up time for violation of a school policy or rule. Detention will be held for the date and in the place assigned by the teacher or office. A school administrator will deal individually with those who do not show up for detention time.
- **Probation:** An act that delays disciplinary action providing the student meets specific guidelines as set forth by a teacher or administrator.

DISCIPLINE

Each student is entitled to be educated in an environment conducive for learning. Teachers have the authority and responsibility to set appropriate parameters in place to ensure such an environment is maintained.

In the event that a student needs to be removed from class despite teacher warnings and other disciplinary measures, the following steps will be administered:

First offense:

The student is sent to the office. The teacher notifies the office immediately that the student has been removed from class and is coming to the office. The building administrator or designee will address the problem. The student will be responsible for any work missed. A minimum of 30 minutes of detention time will be assigned.

Second offense:

If a student is removed from class a second time due to a behavioral problem, the administrator will assign the student an in-school suspension from that class for a minimum of two days. The student will not return to class until the principal notifies the parents. A minimum of 60 minutes of detention time will be assigned.

Third offense:

If the student is removed from the same class for a third time in a semester due to a behavioral problem the administrator may have the student dropped from the class and receive a “WF”

(Withdrawal – Fail) for that semester. The parents will be notified of such actions.

INAPPROPRIATE LANGUAGE/GESTURES

Any student using inappropriate language or gestures on school property or during school activities will be assigned a minimum of 30 minute detention and meeting with the building principal. Consequences will increase with each offense.

PARKING LOT VIOLATIONS

Speeding, Loitering, Reckless Driving (Squealing tires, donuts), illegally parking taking up two spaces or blocking other vehicles, making intentional excessive noise (Intentional Revving engine/Intentional honking horn), parking in a non-designated area or in staff parking lot, and entering or exiting the wrong way are all parking lot violations.

First Offense:

2 Hour Detention

Second Offense:

Parking at the Swimming pool for two weeks with two hour detention.

Third Offense:

No longer allowed to park on school premises for the remainder of the year with a two hour detention.


FIGHTING


(For definition purposes' fighting includes both the physical act of fighting and the verbal confrontation prior to any physical contact.) Consequences will be determined by the severity of the fight. Out of school suspension may be given to students involved in fighting on school property, including school buildings and grounds, at school activities (home or away), or on school transportation vehicles. Statements will be given to the police for review and possible charges the first time if the fight involves serious injuries. If the fight does not involve serious injuries the first time an OSS may be assigned. If the student(s) are involved in a second fight during the school year the police may be contacted to review the situation and possible charges to be filed. The aggressor may be put on probation for the school year after a hearing before the Board of Education. In the case of physical assault, legal action may be taken. Repeat offenders may also be referred to the Board of Education for expulsion.

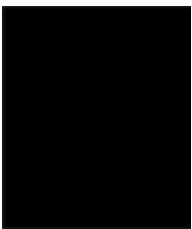
Discipline Guidelines For Various Rule










These guidelines concerning discipline are in effect anywhere on school property and at all home or away school-sponsored activities. All assigned detention must be served within 24 hours of being assigned.

When imposing discipline, district personnel shall adhere to the following general guidelines: 1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order. 2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. **The discipline grid will be used as a guide to determine the consequences of each situation and ultimately up to the administration's discretion.**

SUBJECT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Office Referral	30 Minute Detention Meeting with Building Principal	60 Minute Detention and 2 Days ISS for Particular Class	Dropped from Class and Receive a WF (Withdrawal-Fail)	
Disruptive Behavior that results in a disciplinary Referral	1 Day ISS	3 Days ISS	3 Days OSS	Refer to Superintendent
Cell Phone Violations	Confiscated/ picked up by Student at end of day	Confiscated/ student can pick up after 2 days/parent same day	Confiscated/ student can pick up after 3 days/parent same day	Insubordination 1 Day ISS

Inappropriate Language or Gestures	30 Minute Detention Meeting with Principal	60 Minute Detention Meeting with Principal	1 Day ISS Meeting with Parents	2 Days ISS Meeting with Parents
Lunch Violations	2 Days Private Dining	1 Week Private Dining and Parent Notification	Private Dining for the rest of the semester	
Truancy, not signing out, skipping/leaving class, leaving school during lunch without permission	Zeros for all missed class work 1 Day ISS	Zeros for all missed class work 2 Days ISS	Zeros for all missed class work 3 Days ISS	Zeros for all missed class work 4 Days ISS
Insubordination/Disrespect of Staff	1 Day ISS	3 Days ISS	3 Days OSS	Refer to Superintendent
Fighting (as defined in the handbook where only minor scrapes or abrasions occur)	1 Days OSS	2 Days OSS Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Fighting (as defined in the handbook where serious injuries occur that require medical attention)	2 Days OSS Police Notified	4 Days OSS Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
SUBJECT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE

Parking Lot Violations (Speeding, Loitering, Intentional excessive noise, Reckless Driving, Squealing Tires, Donuts in Winter/Anytime, Taking up more than 2 spots, blocking other vehicles, illegal parking, entering and/or exiting wrong way out of parking lot)	2 Hour Detention	Park @ Swimming Pool for 2 Weeks and 2 Hour Detention	Not allowed to park in school parking lot for remainder of school year and 2 Hour Detention	
Possession of Tobacco, E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid Product or Alcohol	2 Days ISS Police Notified	2 Days OSS Police Notified	4 Days OSS w/ Counseling Police Notified	Refer to Superintendent
Use of Tobacco, E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid or Alcohol or under the influence of alcohol or drugs	2 Days OSS Police Notified	4 Days OSS Police Notified	8 Days OSS w/Counseling Police Notified	Refer to Superintendent
Possession of Weapons	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified

Possession of Drug Paraphernalia	5 Days OSS	10 Days OSS/Possible Expulsion	Expulsion	
Substances purported to be Illicit Drugs	7 Days OSS	14 Days OSS	Expulsion	
Possession or using illegal drugs in school	Expulsion			
Distributing or selling illegal drugs	Expulsion			
Acts of Terrorism	5 Days OSS & Psychological Eval before returning	10 Days OSS/Expulsion or possible alternative setting	Expulsion	
Vandalism or Theft	3 Days ISS, Repair/Replace, call police	2 Days OSS, Repair/Replace, call police	Refer to Superintendent	Refer to Superintendent
Assault / Act of Violence Simple Assault	4 Days OSS 2 Days OSS	8 Days OSS 4 Days OSS	Refer to Superintendent	Refer to Superintendent

Assault towards Staff Member	Refer to Superintendent , call police	Refer to Superintendent, call police	Refer to Superintendent, call police	Refer to Superintendent, call police
Harassment or Threats Towards Students	3 Days ISS	2 Days OSS	4 Days OSS	Refer to Superintendent
SUBJECT	1st OFFENSE	2nd OFFENSE	3rd Offense	4th OFFENSE
Threats Toward Faculty or Staff	4 Days OSS	8 Days OSS	Refer to Superintendent	Refer to Superintendent

Unexcused Tardies in a semester-per tardy	5-10 tardies=20 min. Detention 11-15 tardies =30 min. Detention 16-20 tardies= 60 min. Detention		21-25 tardies=90 min. detention	26 tardies or more= Mandatory 2-4pm Wed. time frame per tardy
Use of Camera/Camera Phone in inappropriate locations or for inappropriate pictures	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Inappropriate Use of Internet	Verbal Warning (Depending on Violation)	Placed on Restricted List	Placed on a Severe Restricted List	Laptop Confiscated
Students serving ISS will be allowed to practice but not participate in school activities.		Students may not attend or participate in school activities while under OSS suspension or having been expelled		
<i>At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.</i>				

WEAPONS POLICY

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous

objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

BACKPACKS and BOOK BAGS

Backpacks and bookbags are not to be taken into the classroom or lunchroom without special permission from the office. Purses are to be kept under the student's desk during class time. Purses large enough to carry a book will be considered a book bag.

PLAGIARISM/CHEATING

Students caught plagiarizing papers, reports or any other classroom assessment will be punished up to and including receiving no credit for the assignment.

Students who use Artificial Intelligence (AI) such as ChatGPT for assignments, papers, reports, or assessments may be punished up to and including receiving no credit for the assignment.

INITIATIONS, HAZING, BULLYING OR HARASSMENT

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a

school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

It also is the responsibility of the superintendent, in conjunction with the investigator and/or principal, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students.

The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - Tell a teacher, counselor, or principal
 - Write down exactly what happened, keep a copy and give a copy to the teacher, counselor, or principal including:
 - What, when and where it happened;
 - Who was involved
 - Exactly what was said or what the harasser or bully did
 - Witnesses to the harassment or bullying

- What the student said or did, either at the time or later
- How the student felt
- How the harasser or bully responded.

DUE PROCESS

Students and/or parents who feel discontented with decisions made in accordance with school rules and regulations by teachers, coaches or other non-administrative personnel may appeal the decision to the building administrator in writing within five (5) school days following the notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision and notify the parent and student. Students and/or parents who are discontented with the decision of the administrator may file a request for review with the Superintendent or designee within five (5) school days after the notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision. Students and/or parents may appeal in writing the Superintendent's decision within 5 days to the local Board of Education. State law provides for an appeal beyond the local Board of Education.

GUIDANCE SERVICES AND SCHEDULES

GUIDANCE SERVICES

The guidance program is designed to give students helpful understanding and direction in meeting educational, vocational, social, civic, and personal problems. The counselors attempt to help each student choose their future activities in light of an understanding of their own abilities, aptitudes, and interests, and stand ready to counsel with students or their parents at any time.

Students need permission from a counselor to be excused from a class or study hall to visit the guidance office or the career information center.

College Representatives: Juniors and Seniors only

- Secure the counselor's permission to see the representative. The counselor will give you a pass to release you from study hall or class.
- The day of your scheduled appointment you must first report to your class. If a test has been scheduled for that day you **will not** be released until you have completed the test. Remember that you will be required to report back to your class before the end of the period with your pass signed by a counselor.

CHANGES OF CLASS SCHEDULE

Students will have five days to add/drop a class during 1st and 3rd quarters & if a student is taking a full schedule (8 out of 8 classes) they are allowed to drop a class up to the 10th week of school, if they are passing the class they are dropping they will receive a withdrawal; if a student is failing the class they want to drop they will take a WF (Withdraw Fail). Schedule changes will not be made for student convenience. Schedule change forms from the Guidance Department website must be completed and returned to the Guidance office before a change is official with parent/guardian signature. In rare circumstances, a schedule change may occur at the discretion of guidance counselor and principal when deemed appropriate through the 10th week of school (Students will receive a withdrawal if they have a passing grade at the change of schedule or a WF (Withdraw Fail) if they have a failing grade). Students who take a withdraw fail, are

academically ineligible and will be under the Scholarship Rule of ineligibility for 30 consecutive days.

COLLEGE VISITATION AND JOB INTERVIEWS

Juniors and seniors will be excused from school to visit a college providing arrangements are made a minimum of 3 days ahead of time with their counselor. Juniors and seniors will be allowed 2 college visits per year. Visits are not allowed during the last week of any quarter. The steps for an approved college visit include:

- Get a blue sheet from the counselor's office, have your teachers sign it and return it to the counselor's office.
- A call from the parent to the counselor's office to verify the visit.
- Verification from college admissions is required on return to the counselors.
If these steps are not followed, the absence will be considered unexcused.

MISCELLANEOUS

SCHOOL SPIRIT

School spirit is more than attending a sporting event and cheering for the Braves. It is an attitude that needs to be part of the culture of everyday life here at Washington High School. The main components of positive school spirit are:

- Students need to **respect** themselves, others and all property.
 - Students need to treat others with the same **courtesy** that they would want extended to themselves.
 - Students should take **pride** in all things here at Washington: the building, the effort put forth to meet goals, and the accomplishments of goals achieved. Most importantly, students should take personal pride by always doing their best at all times, in all phases of school life, be it in the completion of daily work or a test, performing on stage or in the field of athletic competition.
 - Students need to show a sense of **sportsmanship** by winning and losing with a sense of class, no matter what the activity.
-
- Students removed from an extra-curricular event will have to watch the NHSA Sportsmanship video and will be removed from a number of upcoming events based upon the administration's discretion based upon the situation that led to the removal.

AUTOMOBILES AND PARKING

Students may park only on the south side of the CWHS building. Honor student parking for the top 14 students (GPA) in the senior class will be designated on the east side of the student parking lot. All other marked spaces are available on a first-come basis. Students will NOT be allowed to park in the faculty/west lot until after 4:30 unless they have been given permission by the building principal. Parking lot violations can include but not limited to: No skateboarding on school grounds, Speeding, Intentional excessive noise, Reckless Driving (Squealing tires, donuts) illegally parking by taking up two spaces, or blocking other vehicles, parking in a non-

designated area or in staff parking lot before 4:30, fire/bus lane parking and entering or exiting the parking lot the wrong way. **Freshman may be required to use alternative parking if south parking is full.**

PHYSICAL EDUCATION CLASSES

State law requires physical education. Those who are unable to participate should provide the school with a doctor's excuse stating the reason for not participating. Students shall wear proper attire during gym class. Students in grades-(9-12) may be allowed to have physical education waived if it is due to a class conflict or if they fill out a waiver if they are involved in other physical activities. Seniors have the option of having one semester waived without Board approval.

STUDENT IMMUNIZATION

All students enrolled in the Cherokee Community School District shall maintain a Certificate of Immunization in accordance with Iowa Code 139.9. Upon student graduation, immunization records will be given to the students and the school is no longer responsible for those records.

FIRE EXITS AND DISASTER AREAS

These are designated in each classroom. Follow the directions given in each room.

DRESS CODE

Students are expected to dress appropriately, professionally, and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable.

These apply at school, extracurricular activities and away events where you are representing Cherokee CSD.

Shoes are to be worn at all times. Shoes or boots that leave black rubber marks on the floor or walls are prohibited.

Any article of clothing that is obscene or which contains profane or sexually suggestive language/ graphics/pictures is unsuitable attire.

Any article of clothing that which promotes illegal drugs, tobacco products, alcohol, gangs, gang symbols/colors is prohibited.

Hats, caps, hoods, do-rags and bandanas are not to be worn in school. Scarves are not to be worn on the head unless for religious purposes, etc.

Any article of clothing which is excessively revealing or disruptive is prohibited. Spaghetti straps, midriff tops that cannot be and stay tucked in, muscle shirts, short shorts and skirts as well as tops that reveal excessive cleavage are not permitted.

See-through clothing, overalls without a shirt, and any items where undergarments are visible are not permitted.

Blankets will not be allowed during the school day.

Sunglasses will not be permitted during the school day.

Pajamas pants and bedroom slippers will not be permitted.

The building administrator has the final determination of the appropriateness of any

questionable attire.

Repeat offenders will be issued disciplinary action.

TRANSPORTATION

The following policies will apply in the use of school owned transportation:

- Students will ride in the bus assigned by the district.
- Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions warrant.
- Buses are scheduled to arrive at the high school at 7:55 a.m. and leave at 3:30 p.m.
- Bus drivers will not be required to wait for student pick-up more than a reasonable length of time. If a student is not riding, the driver should be signaled to go on.
- The bus driver has complete charge of the conduct of the students and has the authority to assign special seats to students whose conduct is detrimental to the safety of the group.
- In cases of misconduct on the bus, a school administrator and head of transportation shall deal with the problem and may set a period of time that the student will be excluded from school district transportation.
- Any student wishing to ride a bus, who is not a regular passenger will have to secure permission from a school administrator.

BUS CONDUCT

Rules to ride the bus:

- Observe the same conduct as in the classroom.
- Be courteous, no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean, throw all trash in the can at your bus stop.
- No Vaping or Smoking
- Do not be destructive to the seats.
- Cooperate with the bus driver.
- Stay in your seat at all times.
- If a seat belt is available, you must wear it.
- Keep head, hands, and feet inside the bus at all times.
- Do not open windows without permission.
- Bus drivers are authorized to assign seats.

Bus Conduct Violations:

1st offense: Driver verbally warns student, report mailed to parents.

2nd offense: Driver, transportation director, and principal confer with student, report mailed to parents.

3rd offense: Driver, transportation director, and principal confer with the student, call parents,

and report mailed to parents. Suspension of up to 3 days.

4th offense: Driver, transportation director, and principal confer with the student, call parents, and report mailed to parents. Suspension of up to 2 weeks.

5th offense: Driver, transportation director, and principal confer with the student, call parents, and report mailed to parents. Suspension for up to the remainder of the school year.

Bus conduct violations of violence are up to the discretion of the transportation director and the principal.

ACTIVITY BUSES

Students on activity trips should return home with their group, team, organization or class. Leaving early is discouraged, but when necessary, their parent(s) must contact the sponsor or coach personally. If transportation with another parent is needed, it should be arranged ahead of time through the Activities Director or Principal, when possible. Hand-written permission must be provided to the head coach, sponsor, or arranged ahead of time with the office.

FAMILY TIME

Wednesday nights and Sundays are designated as family times in the Cherokee School District. Students and activity sponsors are not to schedule a school activity that goes past 6:30 p.m. Wednesday or anytime on Sunday. There may be times when activities outside the school's control will fall during these times.

PROCEDURE FOR INVESTIGATING ABUSE OF STUDENTS BY EMPLOYEES It is the policy of the Cherokee Community School District that school employees not commit acts of physical, sexual or verbal abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The Cherokee Community School District will promptly investigate all allegations by an appointed level-one investigator and alternate.

LEVEL I INVESTIGATORS

The Cherokee Community School's Level I Investigators responsible for investigating the abuse of students by employees are Brian Christiansen and Thomas Ryherd. bchristiansen@ccsd.k12.ia.us or tryherd@ccsd.k12.ia.us, 712-225-6767

LEVEL II INVESTIGATORS

The Cherokee Community School's Level II Investigators responsible for investigating the abuse of students by employees is Sgt. Brett Gannon Cherokee Police Department.

ELIGIBILITY RULES FOR EXTRACURRICULAR ACTIVITIES

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

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Good conduct, both in and out of school, is expected of students representing Washington High School in all activities. Each student should exercise self-discipline and self-restraint if they are to continue to participate in school activities.

It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

This policy is in force for all students grades 9-12 and includes the summer following the 8th and 12th grade year. All home-schooled, dual-enrolled, regular education and special education students will be held accountable to this policy.

In view of the above, Washington High School will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities throughout the calendar year both in and out of school. These activities include, but are not limited to, the following: football, volleyball, cross country, basketball, wrestling, track, baseball, golf, tennis, softball, plays, non-graded music performances, speech and drama, National Honor Society, Student Council, cheerleading, debate, yearbook, newspaper, Art Club, class officer, and other school sponsored activities such as, but not limited to, king and queen candidates and speakers at assemblies and programs. State policies dealing with academic eligibility are subject to change. The district will follow the most recent state policy.

Academic Eligibility

To be eligible for an activity, students participating must:

- Enrolled or dual-enrolled in CWHS
- Enrolled in at least 6 credits and passed all classes the previous semester
- Must be passing all their current classes
- For students in athletics, music, or speech activities; be under 20 years of age
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less
- For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan
- Eligibility for participation is determined by meeting the qualifications of the organization. In the case of groups that perform before the public or meet in competition with other schools, the student must be passing a minimum of 6 credits of classes for the 1st and 3rd quarter grading period. All **Washington High School, College Now and GS classes** will count toward this number

ACADEMIC TEN DAY RULE: If at the end of first and third quarter a student is not passing all courses, the student will be ineligible for ten school days and must report to study sessions in CWHS Library.

The starting point for gaining or losing eligibility due to academic reasons will be as such: A student regaining eligibility will be eligible as soon as the teachers' grades are sent to the office; The period of ineligibility will start one day following the receipt of the grades into the office in order to notify students, sponsors, and parents.

IAHSAA/IGHSAU RULES

Effective July 1, 2024, the following guidelines will be enforced upon students at the completion of a semester grading period.

- If a student receives a failing grade for the semester, the student will be ineligible to participate in interscholastic contests for a period of ~~thirty~~ twenty (20) consecutive calendar days. There is no requirement that the student previously competed in the sport. Check with the principal or athletic director as the exact starting date, which is determined by the state athletic associations.
- For state sponsored fine arts associations, the penalty is thirty consecutive calendar days starting immediately upon the availability of the report cards.
- Students who participate in summer athletics, but are declared academically ineligible due to 2nd semester grades, the period of ineligibility will be twenty ~~(30)~~(20)calendar days as set by the IAHSAA and IGHSAU (Scholarship Rule). A student who serves his or her time during a summer activity will be considered eligible immediately in the fall.

Academical remediation for Ineligible Students

In developing this option, we believe that it is beneficial for students to continue to participate in activities and receive academic assistance for their deficiencies.

- The student may be required to work with the teacher(s) of the class(es) in which he/she is deficient.
- The student will not be allowed to participate in a public performance or athletic contest during the ineligible period, excluding such concerts and performances that are graded.
- At the end of the second semester this option is not available and the 20-calendar days ineligibility period during which interscholastic competition is held will apply for summer activities. The student will be allowed to practice during this period.

Code of Conduct Violations

Students who participate in extracurricular activities are expected to adhere to the highest standards of personal conduct and citizenship. The following violations are subject to penalty whether at school or elsewhere, 24 hours a day, 365 days per year. Penalties listed pertain to all violations. Examples are as follows but not limited to:

- The use, possession, delivery, or purchase of alcoholic beverages, (having the odor of alcohol on one's breath is evidence of "use").
- Use, purchase, or possession of tobacco products, regardless of the student's age.
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Vandalism to property, public or private.
- Trespassing on school property.
- Flagrant disobedience of a school rule and regulation that results in an out-of-school suspension and/or recommendation for expulsion.
- Illegal possession or illegal use of a dangerous weapon.
- Use and/or possession of pyrotechnic devices (such as fireworks or firecrackers) on school property.
- Engagement in a lewd, or obscene, or indecent public display.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. NOTE: This could include group conduct!
- Any act of initiation may be investigated by the principal or designee to determine if it is a violation of the Code of Conduct. This could include group conduct.

Transfer from Middle School to High School

If an eighth grader who is currently participating in a high school activity is deemed guilty of a Code of Conduct violation, that student will serve the high school penalty, but it will not count on his/her record in the high school.

NOTE: An eighth grader is considered a high school student immediately upon completion of

his/her eighth grade year.

Determination of Ineligibility

A student will be declared ineligible if:

- A student admits to violating one of the standards of the Code of Conduct to school administration.
- A student is referred to school administration by law enforcement or judicial agencies.
- A student is found guilty in a court of law.
- An employee of the district witnesses a student breaking one of the standards of the Code of Conduct and reports it to building administration within fifteen days of violation.

- A student is accused upon a signed statement from one or more citizens of the community. This statement must be made in writing at the principal's or athletic director's office within fifteen days of alleged violation. After reviewing the evidence, the principal will determine the eligibility status of the student.
- An investigation, initiated by school administration, determines that a standard has been violated based on a preponderance of evidence.

Reinstatement of Eligibility

A student declared ineligible may only have his/her eligibility reinstated by participating in an activity from the beginning of the season until its completion.

Code of Conduct Sanctions

First Offense:

- **Athletics:** 25% of season dates (dates as defined are interscholastic competitions)
- **Instrumental and Vocal Music:** 4 weeks that must include one performance. If there are no events during this time, the first event after the 4-week period (excluding performances that are graded)
- **Speech:** Removal from next competition
- **Drama:** Removal from cast of current play or next scheduled play
- Membership in **National Honor Society** will be terminated with the student having the option to apply the following year
- The continuance of **Student Council** and **Class Officer** duties and responsibilities will be suspended for three calendar months

Reduction in Penalty for First Offense

The above penalties may be cut in half upon the completion of either of the following:

- **Evaluation and Treatment for First Offense**

If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or school designee regarding recommendation for treatment or follow-up care, the student's penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count towards the 20-hour requirement.

- **Community Service for First Offense**

The student completes 20 hours of community service to be arranged by the guidance department and high school administration. If the violation is substance related, hours devoted to evaluation and treatment will count towards the 20-hour requirement.

Second Offense:

- **Athletics:** 50% of season dates (dates as defined are interscholastic competitions).
- **Instrumental and Vocal Music:** 8 weeks which must include 2 performances. If there are no events during this time, the first event after the 8-week period, (excluding performances that are co-curricular).
- **Debate:** 50% of the dates.
- **Speech:** Removal from next competition.
- **Drama:** Removal from cast of current play or next scheduled play.
- Membership in the **National Honor Society** will be terminated with the student having the option of applying the following year.

- The continuance of **Student Council** and **Class Officer** duties and responsibilities will be suspended for twelve calendar months.

Reduction in Penalty for Second Offense

The above penalties may be cut in half upon the completion of either of the following:

- **Evaluation and Treatment for Second Offense**

If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or school designee regarding recommendation for treatment or follow-up care, the student's penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count towards the 40-hour requirement.

- **Community Service for Second Offense**

The student completes 40 hours of community service to be arranged by the guidance department and high school administration. If the violation is substance related, hours devoted to evaluation and treatment will count towards the 40-hour requirement

Third Offense:

Suspension from all activities for one calendar year.

Reduction in Penalty: None.

Fourth Offense:

Suspension from all activities for the remainder of high school career.

Elimination of a Violation (Only eligible on Code of Conduct offenses 2nd, 3rd or 4th)

Eighteen months following the reinstatement of eligibility for a violation of the Student Code of Conduct, a student, along with a parent/guardian, may submit a written statement requesting the elimination of a violation from the student's record (**This request must occur within 60 days after the completion of eighteen months of no Code of Conduct violation period**). The principal, athletic director, and a committee of faculty members will hold a hearing and review the request to decide if the elimination of the violation is in the best interest of the extracurricular program of CWHS. If the request is rejected, a written statement will be provided to the student and parent/guardian that will provide justification for the denial.

Method of Counting Number of Code of Conduct Violations

The first offense occurs when a participant admits to or is found to be in violation of the Code of Conduct. The second, third and fourth offenses occur when a participant again admits to or is found to be in violation of the eligibility rules within his/her high school career. (Offenses accumulate throughout a student's high school career.) Students may continue to practice with their groups after receiving a first and second violation, but they may not wear a uniform or participate in any manner during a competition or performance. However, after receiving a third, the student may not practice with the group. (Music performers are excluded from this due to their co-curricular nature).

Notification Process

Hearing

The High School principal will investigate allegations and notify the student and parents of the violation and penalty.

- The principal has the right to increase the penalty in severe cases. In such a case, the principal must provide a written statement for supporting the increase in penalty to the student, parents, superintendent and the Board of Education.
- The decision of the principal, (or athletic director), may be appealed to the superintendent of schools by filing a written request with the superintendent stating the reason for the appeal. Said request must be made within three(3)business days following the decision of the principal. During the appeal process, a student is not eligible for participation.

Appeal

- An appeal shall be heard by the superintendent of schools. Also included in the appeal will be the student involved and the student's parent and/or advocate.
- The appeal shall be heard within five business days or one calendar week (whichever is shorter) of the date the appeal request is filed.
- During the time period between filing an appeal and a hearing, a student shall not be eligible for participation.
- Duties and powers of the superintendent during the appeal process include:
 - Review the evidence presented to or by the principal,
 - Hear any new information presented by either party,
 - Affirm or reverse the decision of the principal,
 - Reinstate the original penalty as outlined by the Code of Conduct.
- The superintendent does not have the authority to adjust the penalty to a greater or lesser degree than outlined in the Code of Conduct.
- A copy of the appeal results will be mailed to the parent/guardian of the student involved and to the president of the Board of Education.

Appeal to Board of Education:

- An appeal of said decision can be made to the Board of Education if a written request for such an appeal is filed with the superintendent of school within three business days of the decision of the superintendent.
- The board of education will then hear the new appeal within five school days of the end of the

filing period. The student shall not be eligible for participation.

STUDENTS TRANSFERRING TO CWHS WITH A GOOD CONDUCT VIOLATION

Any student declared ineligible under a prior school district's Eligibility Policy without having completed the full period of ineligibility at that school and transfers to the Cherokee Community Schools, will be held accountable to the Eligibility Policy of his/her former school district. Once that period of ineligibility has been completed, the student is then immediately eligible for school activities at Cherokee Community Schools.

HOMELESS CHILDREN AND YOUTH

Pursuant to Policy 501.16, the board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. 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.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

- School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.
- Immunization Requirements: Homeless students shall not be denied enrollment for lack of immunization records if:
 - They have a statement signed by a physician stating that immunization would be injurious to the child
 - They provide an affidavit stating such immunization would conflict with their religious beliefs
 - They are in the process of being immunized
 - They are a transfer student from another school
 - The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.
- Waiver of Fees and Charges: Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the superintendent.
- Enrollment Requirements/Placement: Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

- Residency: For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child.

As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.

- Transportation: Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.
- Special Services: All services, which are available to resident students, shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, career and technical education, English as a second language programs, health services and food and nutrition programs.

APPENDIX B: DISTRIBUTION OF MATERIALS REGULATION

Code No. 903.5R1

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;

4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

APPENDIX B: DISTRIBUTION OF MATERIALS REGULATION

Code No. 903.5R1

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:

- a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:

APPENDIX B: DISTRIBUTION OF MATERIALS REGULATION

Code No. 903.5R1

- a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
2. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in school lunch periods.
3. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
4. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
5. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.