



**Council Bluffs  
Community**  
SCHOOL DISTRICT

## **District-Wide Student & Family Handbook 2019-2020**

Code of Conduct,  
Student Dress Code,  
Internet-Appropriate Student Use,  
Student Activities Eligibility and  
Public Notices

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

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

### ***School Hours:***

#### Tuesday-Friday

Middle School 7:30 am – 2:30 pm

High School 8:00 am – 3:10 pm

Elementary School 8:55 am – 3:45 pm

#### Monday:

Middle School 7:30 am – 12:50 pm

High School 8:00 am – 1:30 pm

Elementary 8:55 am – 2:05 pm

[www.cb-schools.org](http://www.cb-schools.org)  
712-328-6446  
300 W. Broadway, Suite 1600  
Council Bluffs, IA 51503



**Council Bluffs Community**  
SCHOOL DISTRICT

# Table of Contents

## Public Notices

Speak Out CB .....	2
Bullying/Harassment .....	2
Communication Between Staff and Students.....	2
Customer Service .....	2
Nondiscrimination Policy .....	2
Sexual Harassment .....	3
Human Relations .....	3
Physical and Sexual Abuse .....	3
Staff Abuse of a Student .....	3
Physical Restraint of Students .....	4
Handicap Accessibility .....	4
Student Led Clubs and Activities .....	4
Religious Rights and Freedom of Expression .....	5
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).....	5
Notification of Parental and Students Rights Regarding School Records .....	7
Open Enrollment .....	9
Homeless .....	10
Post-Secondary Enrollment Options Act for High School Students Only .....	10
Human Growth and Development .....	10
Medications and Health Information .....	11
Student Absences and Sign Out .....	11
Emergency Drills and Emergency Response .....	11
Emergency Communications .....	11
Student Fees .....	12
Student Discipline .....	12
Surveillance Cameras .....	12
Safe Schools Transfer Requests.....	12
Lost or Stolen Property .....	12
Visitors .....	13
Volunteering In the Schools .....	13
Cell Phones/Electronic Devices .....	13
Confiscated Items .....	14
Police Resource Officers .....	14
Presence at School Facilities or Related Activities .....	14
Compulsory Attendance .....	14
Drop Outs-License Revocation .....	15
Transfers Within District .....	15
Dental Screenings .....	16
Code of Conduct – Board Policy 512 .....	16
Due Process .....	19
Consequences and Interventions .....	19

## Other Board Policies

Policy 525 Student Dress Code .....	24
Policy 612 Eligibility for Student Activities .....	25
Policy 617 Internet -- Appropriate Student Use .....	31
Policy 912 Parent Involvement .....	32
Policy 913 Expected Conduct at School Related Activities .....	32

## **PUBLIC NOTICES**

### **Speak Out CB**

Speak Out CB is available 24 hours a day through voicemail, email or text. The hotline may be used to anonymously report safety concerns such as bullying, harassment, suspected drug or alcohol use, vandalism, weapons, threats, potential suicides or anything related to the safety of our students, staff and facilities. Speak Out CB could also be used to report good news, accomplishments, suggestions or ideas. If you see something, say something. Call or Text 712-318-1719; Email [SpeakOutCB@cb-schools.org](mailto:SpeakOutCB@cb-schools.org). SpeakOutCB is also included in the Council Bluffs Community School District's free mobile app.

### **Bullying/Harassment**

Bullying and harassment are not tolerated in Council Bluffs schools. All acts of bullying or harassment should be reported to a classroom teacher. Specific written complaints may also be made to a building principal. If the building principal is the object of the complaint, the Chief of Student & Family Services should be contacted at 712-328-6423. A written response will be provided to all persons filing a written complaint.

### **Communication Between Staff and Students**

District staff members, including coaches, utilize a variety of tools to communicate with students. District Gmail is the preferred method. However, it is common for coaches, instructors and sponsors of co-curricular or extracurricular activities to utilize other electronic messaging tools, including but not limited to text messaging (SMS), private messaging and in-app messaging.

Electronic messaging between staff and students shall adhere to the following guidelines:

- Include two adults on any message between staff and student
- Be factual and professional in manner and message
- Take into consideration the time of day and day of week
- Adhere to all District policies

### **Customer Service**

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

### **Nondiscrimination Policy**

The Council Bluffs Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

It is the policy of the Council Bluffs Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator Tim Hamilton, [712-328-6423](tel:712-328-6423), [thamilton2@cbcsd.org](mailto:thamilton2@cbcsd.org), 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503.

Inquiries regarding compliance may be directed to the U.S. Department of Education Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone: 312-0730-1560; Facsimile: 312-730-1576; Email: OCR.Chicago@ed.gov.

### **Sexual Harassment**

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

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

Harassment can include, but is not limited to:

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

Sexual harassment should be reported to the building principal, Timothy Hamilton, Chief of Student & Family Services at 712-328-6423 ext. 11347 or Emily Warren, Director of Compliance, 712-328-6429 ext. 11232.

### **Human Relations**

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

### **Physical and Sexual Abuse**

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

### **Staff Abuse of a Student**

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

Timothy Hamilton, Chief of Student & Family Services, 712-328-6423 ext. 11347  
(Designated Investigator)

or

Emily Warren, Director of Compliance, 712-328-6429 ext. 11232  
(Alternate Investigator)

or

Dr. Glenn Fortmayer, Director of Special Education 712-328-6490 ext. 11434  
(Alternate Investigator)

Or

Dr. Corey Vorhmann, Chief Academic Officer 712-328-6424 ext. 11322  
(Alternate Investigator)

### **Physical Restraint of Students**

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

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

If you have any questions about this state law, please contact Timoty Hamilton, Chief of Student & Family Services, at 712-328-6430 or Dr. Glenn Fortmayer, Director of Special Education, at 712-328-6490. The complete text of the law and additional information is available on the Iowa Department of Education’s website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Handicap Accessibility**

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

To facilitate planning, handicapped students who will be attending the Council Bluffs Community Schools should identify themselves at least 60 days prior to the start of their attendance. You may contact your building principal or the Chief of Student & Family Services, Timoty Hamilton at 712-328-6423.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; Education of All Handicapped Children Act of 1975 (and updated as the Individuals with Disabilities Education Act of 1991); Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and all applicable federal, state and School District policies and procedures, may be directed to the Chief of Student & Family Services, Timoty Hamilton (712-328-6423) or Emily Warren, Director of Compliance (712-328-6429), 300 West Broadway, Suite 1600, Council Bluffs, Iowa 51503; to the Director of the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14<sup>th</sup> St., Des Moines, Iowa, 50319, or to the U.S. Department of Education Office of Civil Rights, 500 West Madison Street, Suite 1475, Chicago IL 60661-7204; Phone: 312-730-1560; Facsimile: 312-730-1576; Email: [OCR.Chicago.ed.gov](mailto:OCR.Chicago.ed.gov).

### **Student Led Clubs and Activities**

The Council Bluffs Community School District offers a full array of curriculum related clubs and activities. A full list is available at the building your child attends.

Equal access is also provided to non-curriculum related student initiated clubs and activities. These organizations are neither approved nor endorsed by the school. A list of student led clubs and activities is also available at each building.

Students who wish to start a non-curriculum related student organization should contact a building administrator for a formal application for facility use. The School District application and facility access form shall be used by all schools to approve or disapprove all facility access applications for a student

initiated non-curriculum related group which is neither endorsed nor approved by the Council Bluffs Community Schools.

### **Religious Rights and Freedom of Expression**

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

If you have questions about any of the following, you may call your principal for specific Council Bluffs School District guidelines or contact the Chief of Student and Family Services, Timoty Hamilton at 712-328-6423.

- Secondary school students have the right to use school facilities for religious clubs before or after school. Although the club or organization must be student led, students may invite speakers from outside the school to occasionally participate in the religious club as long as outside speakers do not direct, conduct or control the meeting.
- Students may peacefully distribute free religious literature on school grounds during non-instructional time.
- During non-instructional time, students have the right to pray individually, in groups or to engage in religious discussion as long as it is non-disruptive and respects the rights of those who do not wish to pray. If a school or teacher provides a moment of silence, students are free to use that moment as they choose including personal thought or prayer.
- Students may bring religious books to school and may read from those books during non-instructional time (including free time in class, lunchtime, before or after school, recess, passing time or any other time students are freely permitted to mingle with their peers).
- Religious books can be part of a secular program of instruction and learning. Students may use religious books if otherwise relevant in study as references in assignments or for academic content.
- Clothing and jewelry with religious symbols and messages may be worn unless the item is prohibited for other reasons by the school's dress code.
- School officials or school employees, while acting in an official capacity may not encourage or solicit religious or anti-religious activity. This includes mandating or organizing religious programs at school events including graduation.
- Religious events and activities may be announced or advertised by the school in the same manner as other community events.
- Graduation speakers including students may speak on any topic relevant to graduation and may, if they choose, include religious/philosophical themes in their speeches.

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

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

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

1. Political affiliations or beliefs of the student or student’s parent/guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or

- ministers;
- 7. Religious practices, affiliations or beliefs of the student or parents/guardians or
- 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law. The District has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through the District handbook, U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted in individual school handbooks and will provide an opportunity for the parent/guardian to consent or opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the projected activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

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

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

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

1. Political affiliations or beliefs of the student or student’s parent/guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents/guardians; or

8. Income, other than as required by law to determine program eligibility.

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

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

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

Each spring, the District does administer a school climate survey to students, parents/guardians and staff in grades 4-12. Responses are anonymous. You may view this survey in advance by contacting your child’s school or calling Student & Family Services at 712-328-6423. The survey deals with a wide range of topics from basic cleanliness of the facilities, demeanor of staff and students and Code of Conduct issues such as bullying, substance abuse and overall fairness of school discipline. You may opt your child out of the survey by providing written notice to your child’s school. You may call 712-328-6423 for information about either survey.

**Notification of Parental and Students Rights Regarding School Records**

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

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

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

If the district decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided



to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without consent of the following types of information to the public: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, absences, degree and awards received, the most recent previous school or institution attended by the student and other similar information including that contained in a yearbook, newspaper or other school publication. To prevent the public release of such information, a parent/guardian must file a written objection with the building principal responsible for maintaining student records. Without specific parental/guardian objection, the principal or supervisor of student services will release directory information when the official deems release appropriate. The parent/guardian must notify the school of objections in writing within 30 days of registration. To prevent the release of public information to military recruiters, a parent/guardian must specifically request in writing that such public information not be released to military recruiters.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the District. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Special education records are maintained for 5 years

after date of graduation or discontinued attendance. The parents/guardians of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in records is no longer needed to provide educational services and before the information is destroyed.

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

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

### **Open Enrollment**

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

**March 1, 2019** - Last date for regular open enrollment request for the 2019-20 school year.

**September 1, 2019** – Last date for kindergarten open enrollment requests for 2019-2020 school year.

**March 1, 2020** - Last date for regular open enrollment requests for the 2020-2021 school year.

**September 1, 2020** – Last date for kindergarten open enrollment requests for the 2020-2021 school year.

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

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

For further details contact the Chief of Student & Family Services at 712-328-6423 ext. 11347 or a Department of Education Consultant at 515-281-5294.

### **What Parents Should Know About Open Enrollment**

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

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

"Good Cause" means:

- a) a change in the child's residence due to a change in family residence
- b) relocation from another state
- c) a change in the marital status of a child's parent/guardian
- d) a guardianship proceeding
- e) placement in foster care

- f) adoption
- g) participation in a foreign exchange program
- h) participation in a substance abuse or mental health treatment program
- i) the closing or loss of accreditation of a non-public school
- j) change in the status of the student's resident district.

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

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

The Council Bluffs Community School District is committed to meeting the needs of parents/guardians and students. If you wish additional information, please contact a building principal or the Chief of Student & Family Services at 712-328-6423.

### **Homeless**

Homeless children have a right to an education. If you know of any homeless children please notify your principal or Student & Family Services. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. If you are homeless and feel you are being denied an education, contact your child's principal. The designated liaison for Homeless Children and Youth for the Council Bluffs Community School District is the Chief of Student & Family Services at 712-328-6423 or call Iowa Legal Aid at 712-328-3982.

### **Post-Secondary Enrollment Options Act for High School Students Only**

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

### **Human Growth and Development**

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

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

Any parent/guardian may request to inspect the instructional materials used for this course. Requests should be made to the building principal or the Director of Elementary Education.

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

### **Medications and Health Information**

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

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

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

### **Student Absences and Sign Out**

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

### **Emergency Drills and Emergency Response**

The Standard Response Protocol is used in the Council Bluffs Schools. This protocol provides training and resources for staff and students to respond appropriately to emergency situations. These responses include a **Hold** to keep the hallways clear in the event of minor disruptions or medical emergencies, a **Lockout** for potentially disruptive situations outside of the school, **Lockdown** for potentially disruptive situations inside the school, **Evacuate** for potentially dangerous situations inside the school, and **Shelter** for moving to a safer location within the building. Each school conducts lockout and lockdown drills, fire evacuation, tornado shelter, and other emergency drills. At the beginning of each school year, teachers notify students of the procedures to follow in each of the potential situations. Emergency procedures and proper exit areas are posted in all rooms. All students are required to participate in drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.

### **Emergency Communications**

We make it a priority to communicate with parents/guardians as soon as practical when there is a safety concern at the school. This will occur once measures have been taken to respond to the emergency to help ensure the safety of students, staff and visitors, and when accurate information is confirmed. We realize that students often text or call parents when the school implements a safety protocol. Please know that we do our best to communicate specifics with students in a timely manner. However, your child may not have all of the information and may unknowingly share incomplete or inaccurate information with you.

The School Messenger automated calling and email system is the primary way we communicate during an emergency. Please make sure you update your phone number and email address if there are changes and ensure you do not block the school district's calls. Also, please make sure to listen to the message in full, and press the \* key if you want to re-play the message. In addition, you are encouraged to please download the free school district mobile app (Council Bluffs Comm Schools) so that you can receive emergency alerts on your phone or tablet. The social media sites of Facebook and Twitter may be used to update parents in addition to School Messenger.

During a school emergency, we ask that parents do not come to or call the school, or approve your child to leave school grounds. It is important to keep the streets and parking area near the school, and phone lines open for emergency responders and communication. We need to be able to effectively account for all students and staff following an incident.

### **Student Fees**

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

### **Student Discipline**

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

### **Surveillance Cameras**

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

### **Safe Schools Transfer Requests**

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

Serious crime is defined as:

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

Contact the Chief of Student & Family Services at 712-328-6423 to arrange a safe schools transfer.

### **Lost or Stolen Property**

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

## **Visitors**

All visitors, including parents/guardians are required to sign in and out of buildings when school is in session and students are present. The District uses a Visitor Management System in all buildings. The system scans visitor driver's licenses and conducts an on-the-spot check of the nationally-compiled sex offender database. A visitor badge is printed to include visitor's photo and date of visit. The information for repeat visitors, or those who have been screened at another building in the district, will be stored and available without a new scan or photo being taken.

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

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

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

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

## **Volunteering In the Schools**

For the safety of everyone, parents/guardians and others who wish to volunteer in the classroom or help on field trips will need to be approved in advance by completing the forms necessary to allow the district to obtain any related information on the child and dependant adult abuse and sex offender registries. This can take up to six weeks. Upon clearance, individuals will receive personalized volunteer cards indicating when the two-year approval as a volunteer should be renewed.

## **Cell Phones/Electronic Devices**

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

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

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

### **Confiscated Items**

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

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

### **Police Resource Officers**

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

For purposes of the Family Education Rights and Privacy Act, the Police Resource Officers serve as the District's law enforcement unit, and may have access to student records under the operation of Student and Family Services.

### **Presence At School Facilities Or Related Activities**

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

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

### **Compulsory Attendance**

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

of compulsory attendance age who is truant to the County Attorney. It is the responsibility of the County Attorney to take appropriate action.

Excused absences may include:

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

A school administrator may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused. The principal may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal, but shall be generally defined as interfering with the child's educational progress.

Truancy:

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

### **Drop Outs – License Revocation**

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

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

### **Transfers within District**

Students must live within the established attendance area or be approved for transfer to another school within the Council Bluffs Community School District. If you do not live in the area of the school you wish your child to attend, you must apply for an in-district transfer. Transfers may not be granted due to large class sizes in the receiving school. Some elementary schools may not be receiving in-district transfers and/or open-enrollment transfers for the 2019-20 school year at some or all grade levels.

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

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

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



## **Dental Screenings**

State law requires all students enrolling in kindergarten and 9<sup>th</sup> grade to show proof of a dental screening. For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable. Dental screenings may be offered at school for our families experiencing barriers in accessing care. If you do not want your child to be screened at school please notify the school nurse within the first 30 days of school.

## **Code of Conduct Policy 512**

Student conduct which violates policies and rules of the Council Bluffs Community School District is subject to intervention, correction, or other consequences determined by school officials as set forth in this policy. The following categories define behaviors which are prohibited because they are disruptive to the learning process, student achievement, and respectful relationships. However, the following categories are not all inclusive and students may be disciplined for conduct, acts, or behaviors which are in violation of other board policies or school rules or which otherwise disrupt or interfere with the education program, disrupt the orderly and efficient operation of the school or school activity or disrupt or interfere with the rights of other students, or present a threat to the health and safety of others.

Consequences and interventions including but not limited to suspension and expulsion may be imposed for any action which is sufficiently disruptive or dangerous. Students are also subject to emergency exclusion for reasons of safety or danger. The following list of prohibited behavior is in alphabetical order, not in an order of significance and is not all inclusive.

### **PROHIBITED CONDUCT**

#### **1. Arson**

Fire-setting or attempted fire-setting is prohibited.

#### **2. Behavior**

a. Disrespectful: Rudeness, impoliteness, or discourtesy toward other individuals is prohibited. This includes hazing, which is any act or ceremony which intentionally or recklessly creates the risk of harm or humiliation to the student or any other party and that is committed as a form of initiation into a particular club or activity.

b. Disruptive: Willful or continued disobedience of rules designed for the orderly operation of the school is prohibited.

c. Non-compliant: Defiance of or refusal to conform to reasonable requests or directives by teachers or other school personnel is prohibited.

d. Other behavior: Behavior that is detrimental to the best interest of the school, staff and students is prohibited. This includes sexual behavior which is inappropriate for a school setting.

#### **3. Burglary, Theft, Robbery, or Extortion**

Any method of taking or attempting to take property, which belongs to another person or the school district, is prohibited. Possession of stolen property is prohibited.

#### **4. Academic Dishonesty**

Violation of the standard codes of scholarly conduct and ethical behavior is prohibited. Ethical violations include behaviors such as lying, plagiarizing, and cheating.

#### **5. Expression that is Illegal or Disruptive**

Expression in any form, including electronic, or distribution by any means of material which is lewd, indecent, vulgar, obscene, libelous, slanderous, or which encourages: (1) commission of unlawful acts, or (2) violation of school regulations, including the bullying or harassment of another individual, or (3) the material and substantial disruption of the orderly operation of the school is prohibited.

#### **6. False Fire Alarms**

Tampering with fire alarm equipment or turning in a false fire report is prohibited.

#### **7. Fighting**

Any mutual physical exchange of contact designed or intended to cause injury, regardless of who initiated the behavior or the reason for any party's behavior is prohibited.

## 8. Gang Activity

Gangs and gang activity are prohibited. A “gang,” as defined in this policy and under Iowa Code 723A, means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The “pattern of criminal gang activity” means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang.

At all times while subject to this code of conduct no student shall:

- a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are used as evidence of membership in or affiliation with any gang;
- b. Commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) as evidence of membership or affiliation with a gang;
- c. Use any speech or commit any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - i. soliciting others for membership in any gangs;
  - ii. requesting a person to pay for “protection” or otherwise intimidating or threatening any person;
  - iii. committing any illegal act or violation of school policies;
  - iv. inciting another student to act with physical violence upon another person(s).

## 9. Harassment, Bullying and Discrimination

Harassment and bullying are prohibited. Any means of electronic, written, verbal, or physical act of conduct toward a student which is based on any actual or perceived trait or characteristic of the student including but not limited to race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, political party preference, political belief, familial status, physical attributes, physical or mental ability or disability, sexual orientation and gender identity and which creates an objectively hostile school environment that meets one or more of the following conditions are prohibited:

- 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.

Harassment and bullying in school, on school property, and at any school function, or school-sponsored activity regardless of its location, is against state law and school policy and is prohibited.

Conduct which constitutes discrimination under applicable state and federal anti-discrimination laws is also prohibited.

Students found to be in violation of this section are subject to appropriate disciplinary action, up to and including expulsion. Students shall not engage in any reprisal, retaliation or false accusation against a victim, witness or other person involved in a harassment, bullying or discrimination complaint. (Policy 513, Anti-Bullying Harassment Involving Students, provides additional guidance in this area.)

## 10. Physical Assault

Any act by a student that is intended to cause fear of immediate physical contact which will be painful, injurious, insulting, or offensive, or that is intended to cause pain or injury, or insulting or offensive physical contact, coupled with the apparent ability to execute the act, is prohibited.

## 11. Sexual Behavior

Displays of affection become inappropriate when they violate standards of public conduct. Sexual behavior which is inappropriate for a school setting include lewd behavior, inappropriate affection in public such as kissing, touching, fondling and sexual acts is prohibited.

## 12. Substance Abuse

Use, possession, sale, supply of or being under the influence of any tobacco, e-cigarettes, alcohol, or illegal drugs (including any prescription or over-the-counter drug, narcotic, inhalant, or other

medication that is not prescribed for the student by a physician and/or previously authorized by the student's parent/guardian is prohibited).

This also applies to any lookalikes or item represented as a prohibited substance. See policy 517 regarding medication.

13. Threats

The use of verbal, nonverbal or written expression with the intent of frightening, intimidating or coercing another is prohibited.

14. Misuse of Technology

Destruction, damage or unauthorized use or manipulation of hardware, software or any aspect or component of the school district's electronic information system including violation of the District's Internet Appropriate Use Policy 617, is prohibited.

15. Trespassing

The presence of any unauthorized students on school or school district property or any person at a time or for a reason other than normally used for school activities is prohibited.

16. Truancy

Being absent from school without permission is prohibited. This includes leaving the classroom or building without permission after arrival and before regular dismissal.

17. Vandalism

The willful defacement, destruction, or injury to school property, or any person's property is prohibited.

18. Vehicle Misuse

Use of a motorized vehicle or bicycle or other self-propelled device in an inappropriate or irresponsible manner is prohibited.

19. Verbal Assault

Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm is prohibited.

20. Possession of Weapons and Dangerous Objects

Possession of a dangerous object, weapon, or ammunition is prohibited. A dangerous object and/or weapon shall be defined as any object designed to cause bodily harm or used in such a manner to indicate an intent to cause bodily harm. Examples of prohibited weapons and dangerous objects include: any "dangerous weapon" as may be defined by state law, firearms (including those that may be included within the definition of a "firearm" under state or federal law), hunting rifles, knives, chains, clubs, numchucks, stars, bombs, grenades, mines, stun guns, brass knuckles, and fireworks and other explosives and gas repellent. Other objects that are used in such a manner to indicate an intent to cause bodily harm, regardless of whether they are designed to cause bodily harm, are also prohibited and can include more common items such as pencils, paper clips, pens, scissors and hair picks. These lists are examples and not all inclusive.

A firearm may include any weapon that 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 any such weapon, or any explosive, incendiary, or poison gas, or as otherwise defined by applicable law. When a student brings or knowingly possesses a weapon meeting the definition of a "firearm" under 18 U.S.C. Section 921 to school, a hearing will be held before the Board of Directors for expulsion of the student for a period of not less than one year as provided by law. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

In consultation with Student and Family Services, the Principal shall have the authority to determine the extent and nature of the disciplinary action for a violation of this section based upon the student's age, the actions of the student in possessing and using the prohibited item, the student's intent, and any other relevant factors. Any recommendation for a suspension of greater than 10 days or an expulsion or cases where a student brings or knowingly possesses a weapon meeting the definition of a "firearm" under 18 U.S.C. Section 921 to school shall be handled by the Superintendent and the Board of Directors in accordance with the proper procedures.

21. Weapons/Look-Alike Weapons, Possession of

All look-alike weapons, which are items resembling an actual weapon or dangerous object, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items are prohibited. In consultation with Student and Family Services, the Principal shall have the authority to determine the extent and nature of the disciplinary action for a violation of this section based upon the student's age, the actions of the student in possessing and using the look-alike weapon, the student's intent, and the nature of the look-alike weapon's resemblance to a real weapon, and any other relevant factor. Any recommendation for a suspension of greater than 10 school days or an expulsion shall be handled by the Superintendent and the Board of Directors in accordance with the proper procedures.

## DUE PROCESS

Due process serves the interest of the school in maintaining an orderly environment conducive to learning and the rights of the student.

For disciplinary infractions involving suspensions of ten school days or less, procedures will include:

- Notifying the student of the infraction
- Explaining the evidence of such an infraction
- Giving the student the opportunity to explain his or her side of the story
- Review any support plans that the student follows, including Individualized Education Programs, Behavior Intervention Plans, 504 and others.

Disciplinary infractions involving longer suspensions or expulsions will have more formal due process procedures.

Students identified for special education services shall receive all due process consideration required under federal and state law. In general, students with Individualized Education Programs (IEP's) are subject to the same code of conduct provisions as students without IEP's. However, discipline for students with IEP's may be different than for other students when a) an IEP or Behavior Intervention Plan has provisions for responding to a student's behavior that are different than the code of conduct and/or b) a disciplinary action constitutes a change in placement. The following will be considered in the determination:

- The involvement of special circumstances (i.e., weapons, drugs, or serious bodily injury)
- Whether the proposed intervention results in more than 10 consecutive days of suspension/expulsion for the student
- Whether the proposed intervention results in a cumulative total number of 10 or more suspension/expulsion days
- Whether the proposed intervention of suspension/expulsion cumulative total days constitute a pattern
- Whether the behavior was a manifestation of the student's disability based on conducting a manifestation determination

State of Iowa law pertaining to special education is detailed in the Iowa Administrative Rules for Special Education.

## CONSEQUENCES AND INTERVENTIONS

In choosing a consequence or intervention, authorized personnel will consider the student's past performance, the circumstances of a specific infraction, the seriousness of any incident, the student's age and level of understanding and disability status, and any other relevant factors. Any recommendation of a suspension greater than 10 days must have approval of the Superintendent and Board of Directors.

Federal law requires that a student in possession of a firearm shall be expelled for not less than twelve months. School administration may use interventions appropriate to the situation. The following list of consequences and interventions is in alphabetical order, not in an order of significance and is not all inclusive.

\*An asterisk indicates those consequences and interventions which may also be administered by a teacher at the classroom level.

\*1. Apology

The student or group may be asked to provide an oral apology/statement of regret or to write an appropriate letter of apology, which must be approved by the site administration.

\*2. Confiscation of Inappropriate or Dangerous Items or Materials

Materials or items which are illegal, in violation of school rules, or used in a manner prohibited by this policy may be confiscated. Illegal items will be reported to the police. Other items will be safely stored in the main office area for parental pick up, or with parental permission, the item will be thrown away. Confiscated items cannot be returned directly to the student. See separate policy on cell phones and other electronic devices.

3. Conflict Resolution or Mediation

The student may be assigned participation in the process of conflict resolution or mediation facilitated by school officials, students, or community agencies agreeable to school officials to identify causes of unacceptable behavior, to examine alternative behaviors and choose a plan of action to resolve the conflict.

4. Denial of Extracurricular Activities

School officials have the authority to deny participation in any extracurricular activity. The specifics of this action are addressed in Policy 612.

\*5. Denial of School Activities

School officials have the authority to deny participation in academic and non-academic school activities.

\*6. Detention

Detention is time assigned before school, after school, during lunch or recess, and Saturdays. Students and a parent/guardian shall have a minimum of a 24 hour notice if needed to make alternate arrangements for transportation, child care, or other essential activities such as a doctor appointment.

7. Expulsion

Expulsion is the removal of a student from school by majority vote of the Board of the school district, after which such student may be readmitted only after a majority vote of the Board. The Board may expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school.

The expulsion of any student shall be in compliance with the following procedures:

- a. A recommendation to the Board that a student be expelled may be made by the Superintendent. When such a recommendation is made, a hearing by the Board shall be set to consider the expulsion recommendation.
- b. A student may be temporarily dismissed (suspended) by a Principal/designee, or Superintendent for the conduct for which the student's expulsion is being considered. Such temporary dismissal shall be imposed in accordance with the usual procedure for temporary dismissal as described in these rules. If the Superintendent determines it is in the best interests of the school, or necessary for the orderly operation of the school, the Superintendent may continue the period of dismissal pending the hearing on expulsion, but in no case shall the total period of temporary dismissal exceed a total of 10 consecutive school days.
- c. Written notice of the hearing shall be sent by certified mail or personally delivered at least 5 days prior to the hearing to the student's parent/guardian and to the student. The notice shall clearly state:
  - The name of the student whose expulsion is to be considered.
  - The time, date, and place of the hearing.
  - The fact that expulsion is being considered and a brief explanation of the effect of the expulsion on the student's academic progress.
    - The rule allegedly violated by the student or other cause of the possible expulsion.
    - A summary of the evidence to support the recommendation of expulsion, including the names of witnesses and a report on the facts to which they will testify (unless the witnesses are students whose names may be released at the discretion of the Superintendent). A copy of any written materials that will be presented at the hearing will be available to the student.

- A brief summary of how the hearing will be conducted indicating that the student and parent/guardian will have an opportunity to be heard and present a defense with oral testimony or written affidavits of witnesses and other documents.

- Notice that the student and parent/guardian may be present together with an attorney at their expense.

- Notice that the findings and conclusions of the Board will be in writing open to the student's inspection.

- Notice that the student may appeal any adverse decision.

#### 8. Homebound Services

A student may be recommended to Student and Family Services for educational services in the home or other setting, rather than on district property.

#### 9. Mentoring

The use of an adult mentor, including school officials and community members, may be used as a means of offering students support in adjusting their behavior.

#### \*10. Parent Conferences

Conferences with a parent/ guardian may be conducted to review a student's conduct and to work collaboratively to alter that behavior.

#### \*11. Physical Restraint/Confinement

Physical restraint and/or confinement may be used only if it is appropriate under the circumstances and is conducted in accordance with applicable law governing physical restraint, confinement and detention.

#### \*12. Police Intervention

School officials may call upon the police department to assist in situations involving suspected illegal student behavior or where the immediacy, severity or chronic nature of the behavior poses a serious threat to staff or other students.

#### 13. Probation

Probation is the conditional attendance of a student for a trial period during which period the student must abide by specified directives, or be subject to more severe discipline such as suspension or expulsion. A student whose conduct warrants discipline may be placed on probationary status by a Principal/designee, at which time the student and parent/guardian is informed of the reasons for the proposed probation and has an opportunity to respond. Such a student will be informed, in writing, of:

- a. The conduct for which he/she is being placed on probation.

- b. The length of the probationary period, and the behavior which is required of the student during that period.

- c. The consequences to which the student may be subject, if he/she fails to conform his/her behavior as expected.

#### 14. Reassignment

A building administrator may recommend to Student and Family Services that a student be reassigned to another program in the district.

#### \*15. Referrals to Outside Agencies

School officials may, with parent/guardian consent, use referrals to external agencies to bring special expertise or resources to the modification of student behavior.

#### 16. Removal From Bus

Students who violate rules established for appropriate behavior for school bus passengers may be denied opportunity to ride the bus for a specific period of time. See Student Transportation Regulations.

#### 17. Removal From a Class or Activity

Principal/designee may remove a student from a segment of the school day or activity for no more than the duration of a semester or trimester if the student's behavior is deemed substantially disruptive following several other intervention measures by school officials. The student may be re-assigned to a similar class.

#### 18. Searches

This Student Search Rule is adopted for the purpose of implementing Iowa Code Chapter 808A, as amended. In order for searches of students and protected student areas to be conducted there must be

reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or school rules. These grounds are based upon consideration of relevant factors, which include, but are not limited to eyewitness observations of school personnel, information received from reliable sources and suspicious behavior by the student. Any search must be reasonable in scope, which means the search measures used are reasonably related to the objectives of the search and the search is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Reasonableness of scope is based upon consideration of relevant factors such as the following: the nature of the violation for which the search is being instituted, the age or ages and gender of the student who may be searched pursuant to the rule, the objectives to be accomplished by the search and the urgency requiring the search without delay.

Whenever an item, which is illegal or in violation of a school rule, is obtained by school officials, whether by the voluntary action of a student, by search of the student's person or locker, desk or other facilities or spaces owned by the school, or in any other lawful fashion, school authorities may seize such an item and may turn it over to law enforcement authorities. In the case of discovery of illegal items, the police will be contacted. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises.

a. Lockers, desks, facilities, school owned spaces

Lockers, desks, facilities and other school-owned spaces are the property of the school district and are provided as a courtesy to students. The furnishing of a school locker, desk, facility or other space owned by the school district shall not create a protected student area. Students shall not expect privacy with respect to that locker, desk, facility or space. Allowing students to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not create any expectation of privacy.

By accepting a locker, desk and other school-owned facilities or spaces, each student agrees that these are owned by the school district and provided as a courtesy to the student. The school shall retain a master key and/or reference to the combination of each locker and will have access to lockers, desks and other school-owned facilities or spaces. School officials may, without prior notice, conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students. Locker inspections shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence two school officials. Each year when school begins, students and parent/guardian shall be provided written notice that school officials may conduct such periodic inspections of school lockers, desks, and other facilities or spaces owned by the school district and provided as a courtesy to students without prior notice. Individual lockers, desks, facilities or other school-owned spaces may also be searched if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating the law, code of conduct, or a school rule or regulation.

b. Vehicle

Students are permitted to park on school premises as a matter of privilege, not a right. Any vehicle parked on school premises is subject to search in accordance with law. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside or that the search will otherwise turn up evidence that the student has violated or is violating the law or school rules.

c. Use of Police Canines in Inspections

In order to deter or detect the presence of drugs or other contraband items on school property, school officials may use trained, certified police canines (drug-detecting or drug-sniffing dogs) to assist in the inspection of lockers, desks, facilities, school owned spaces and vehicles parked on school premises under the following conditions:

- i. The Superintendent authorizes such assistance.
- ii. The inspection is supervised at all times by school officials.
- iii. The police canine is under control at all times by its police handler.

- iv. All appropriate means are used to ensure that no contact occurs between students and the police canine.
- v. In addition to Principal-initiated inspections, the Superintendent may schedule a canine-assisted inspection in any district facility to deter or detect the presence on school district property of drugs or other contraband items.

Police canines will not be used by school officials to search "protected student areas" as defined in this policy.

d. Body, Clothing, Apparel, Containers

“Protected student area” is defined to include, but is not limited to:

- a student’s body,
- clothing worn or carried by a student,
- a student’s purse, pocketbook, briefcase, duffel bag, book bag, billfold, backpack, knapsack, cell phone, personal electronic device, or any other personal belonging or container used for holding or carrying personal belongings in the possession or immediate proximity of the student. However, a school locker, desk, or other facility or space owned by the school/school district is not a protected student area.

Search of Protected Student Areas may be conducted by school officials if all of the following apply:

- i. There are reasonable grounds for suspecting that the search will produce evidence that a student is violating or has violated either the law or school rule or regulation.
- ii. The search is conducted in a manner which is reasonably related to the objective of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. The search of a student will be done by an official of the same sex. A strip search, a body cavity search or the use of sniffing animals to search a student’s body will not be used. If a student is not or will not be present at the time of the search of a protected area, the student will be informed of the search either prior to or as soon as reasonably practicable after the search is conducted.

\*19. Student Responsibility Plan (Behavior Contract)

Students, in cooperation with school officials, will develop a written plan to be used to correct an infraction.

20. Suspension (In-School)

During in-school suspension a student is isolated from one or more classes while under proper supervision.

A student who is serving an in-school suspension will receive academic credit for work missed during the period of suspension if the student completes the work during the time period designated by school personnel. When special education students are assigned in-school suspension, that suspension shall be served according to their Individualized Education Program (IEP). Any in-school suspension shall be counted as an approved absence.

21. Suspension (Out-of-School)

Principals/designees have the authority to suspend a student for a period of up to 10 consecutive school days. Any recommendations for a suspension of greater than 10 school days or an expulsion shall be handled by the Superintendent and the Board of Directors in accordance with the proper procedures. The student will be provided:

- a. Oral or written notice of the allegations against the student.
- b. An oral or written statement of the facts which are the basis for the allegations.
- c. The opportunity for the student to respond to those charges. Nothing shall prevent the immediate suspension of a student when that student's continued presence would endanger the student’s safety or well being, the safety or well-being of the other members of the student body, teachers, or other personnel, or substantially interfere with the proper functioning of the school.

Notice of the suspension shall be given to the student’s parent/guardian.



A student who is suspended from school will receive academic credit for work missed during the period of suspension if the student completes the work in a time period designated by the administrator. Out-of-school suspension shall be counted as an approved absence.

22. Transfer within the Building

An administrator may transfer a student from a class or teacher to another.

23. Transfer within the District

An administrator may recommend to Student and Family Services a transfer to a different school.

24. Vehicle Privileges Suspended or Terminated

Principal/designee may suspend or terminate student vehicle privileges based on irresponsible and/or inappropriate use or parking of a vehicle or other violation of school vehicle/parking rules, per policy 518 and 518.1.

Students under 18 years of age who are in violation of the compulsory attendance law may be reported to the Department of Transportation for possible revocation of their driver's license.

Other consequences or interventions deemed appropriate for the student by a building administrator may be used. In all cases, discipline for students receiving special education services shall be in accordance with federal and state law.

## **Student Dress Code Policy 525**

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

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

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

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

### **STUDENT DRESS CODE GUIDELINES AND INTERVENTIONS**

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

1. Midriffs will not be exposed while standing.
2. No cleavage will be exposed in the front area or in the lower back area.
3. No garments, tattoos, accessories or other items will be allowed that advertise or promote drugs, alcohol, tobacco, gang activity\*, violence or illegal activity. There will be no sexually suggestive, lewd, profane or obscene language or images on garments, tattoos, accessories or other items.
4. Skirts, skorts, and shorts must extend to mid-thigh when standing.

5. Undergarments and parts of undergarments are to be covered at all times.
6. Footwear is to be worn at all times. Footwear should be appropriate to classroom activity. Slippers are not acceptable.
7. Bandanas, hats, sweatbands, hoods or other headwear may not be worn at any time in the building.
8. Billfold chains, spiked wristband, cleated shoes, jewelry with razor blades, metal hair picks/combs or any other similar articles of clothing or accessories that are a hazard to safety or may damage school property may not be worn in school.
9. Spaghetti straps, tank tops, tube tops, halter tops, including sleeveless undershirts and muscle shirts are not acceptable unless worn with an outer shirt that does cover the shoulder area.
10. Sheer, see through clothing and clothing that exposes the sides of the torso are prohibited.
11. Activity uniforms must follow these guidelines during the school day.
12. Exceptions may be made to this code for administratively sanctioned events.

\*A gang is defined as “any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The ‘pattern of gang activity’ means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are member of, or belong to, the same criminal street gang.”

#### Dress Code Interventions

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

The District reserves the right to deviate from the above interventions and/or impose other disciplinary actions if warranted based on the circumstances of a particular situation.

The District reserves the right to deviate from the above interventions and/or impose other disciplinary actions if warranted based on the circumstances of a particular situation.

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

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

## **Eligibility for Student Activities Policy 612**

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

days a year).

## I. STATEMENT OF PHILOSOPHY

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

A school administrator or sponsor may declare a student in grades 7-12 ineligible to participate in an activity when the conduct of that student has been determined to be in violation of the established rules and regulations set out in this policy. Additionally, any transfer between Council Bluffs Community School District high schools for other than a legitimate change in residency shall result in 90 calendar days ineligibility for participation in varsity athletics. The 90 days of ineligibility shall begin with the first day of registration at the new school.

## II. STUDENT AND PARENT/GUARDIAN AGREEMENT

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

## III. APPLICABLE ACTIVITY PROGRAMS

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

- 1) All extracurricular events,
- 2) All co-curricular performances or competitions,
- 3) Student council and other elected offices including school royalty,
- 4) School honors and
- 5) School clubs.

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

## IV. APPLICATION OF ELIGIBILITY

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

## V. CONDUCT REQUIREMENTS

Students shall:

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

### General Standard

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

## VI. VIOLATIONS

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

actions.

Students shall not:

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

#### VII. DETERMINATION OF VIOLATION

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

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

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

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

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

#### VIII. PENALTIES FOR VIOLATIONS

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

grounds or property or at school activities involving the Council Bluffs Community School District. The student shall not be permitted to dress for or publicly participate in the activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

## IX. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

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

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

## X. STUDENT APPEAL OF DISCIPLINE DECISIONS

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

### APPEAL COACH'S/SPONSOR'S SUPPLEMENTARY RULES

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

### APPEAL OF SCHOOL ACTIVITIES ELIGIBILITY POLICY

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

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

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

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

decision of the Board shall be final.

## XI. SCHOLASTIC ELIGIBILITY

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

### 1) EXTRA-CURRICULAR INTERSCHOLASTIC COMPETITION /ACADEMIC ELIGIBILITY (Sanctioned by IHSAA/IGHSAU) FOR GRADES 9 - 12

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

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

The student must pass all classes taken in which credit is given at the end of the semester. If a participant, in grades 9 – 12, does not pass all classes taken at the end of the semester, the student is ineligible to participate for 30 consecutive calendar days in public events or contests. The period of ineligibility shall begin on the first school day of the next semester. Students in grades 7 – 8 are ineligible for two weeks. The period of ineligibility shall begin on the first day of the new semester.

### 3) INTERVENTIONS AND SUPPORT FOR GRADES 7 – 12

Appropriate interventions and necessary academic supports will be provided to students failing or at risk of failing. Special Education and/or students with a 504 plan will be required to make adequate progress on the Individualized Education Program or individual 504 plan.

The District staff will check grades at the end of each quarter and semester. A student must pass all classes taken at these times in order to remain eligible. Before ineligibility, students will have a five school day grace period after quarter or semester grades are posted to remedy any issues before the grades are deemed final. If after the five days the student is still not passing, the student is ineligible to perform or compete in public events as provided above, except that students shall be allowed to participate in noncompetitive public performances where such performance is required for a grade.

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

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

## XII. SCHOOL ATTENDANCE

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

### TRANSFER STUDENT

If a student transfers from another school district and the student has not yet (as determined by the preceding school) completed a period of ineligibility for a violation in the previous school, the student shall remain ineligible until the period of ineligibility is complete, if the administration determines that

there is general knowledge in District or community of the fact of the student's violation in the previous school.

#### COMPETENT PRIVATE INSTRUCTION

Those students who are participating in Competent Private Instruction (CPI) shall be subject to the same rules of eligibility as regularly enrolled students. For CPI students, the parent/guardian shall be responsible for verifying grades and attendance for situations other than dual enrollment.

### **Internet - - Appropriate Student Use Policy 617**

#### New Policy Language:

Internet access is a vital part of the Council Bluffs Community School District's instructional program. Access to the Internet will be available to all students. The District will make good-faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability compliance with all legal requirements, including the Children's Internet Protection Act (CIPA).

All Students will be able to access the District-provided Internet connection. Student accounts and passwords for District systems will be issued to students. Student account information will remain private. Upon request, parents may have access to their student's account credentials .

Student use of the District's Internet connection will be governed by this policy, related District and school regulations, and the student code of conduct. In the event of an allegation that a student has violated the Appropriate Use Guidelines detailed in 617.1, the student may be subject to the Student Code of Conduct, Policy 512.

Users have no privacy expectations in the contents of their personal files and records of their online activity while connected to the Internet via the District's data network.

The District will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted while connected to the Internet via the District's data network.

The District will not be responsible for financial obligations arising through the unauthorized use of the District's data network or Internet connection. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the District's data network and Internet connection by that user.

Parents/guardians may request in writing that their child's connection to the Internet be restricted. Some educational content, resources, and assessments are only available via the District's data network and Internet connection. Students who are restricted will still use those educational resources deemed essential by the District. Parents or guardians who wish to further restrict access to District-required online resources should contact the Chief Technology Officer.

The District will implement a "technology protection measure" – generally referred to as an Internet filter or content filter – to block access to visual depictions deemed as obscene, pornographic, or harmful to minors. Digital citizenship standards that includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum.



## **Parent Involvement Policy 912**

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

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

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

1. Promotion of clear two-way communication between the school and the family concerning the child's educational development and progress, as well as school programs and activities;
2. Participation of parents in school leadership and decision making through advisory roles such as the School Improvement Advisory Council, and
3. Membership in parent-teacher organizations or Booster Clubs.

## **Expected Conduct at School Related Activities Policy 913**

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

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

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

***The Mission...***

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

**Elementary Schools**

Bloomer  
Carter Lake  
College View  
Crescent  
Edison  
Franklin  
Hoover  
Lewis & Clark  
Longfellow  
Roosevelt  
Rue

**Middle and High Schools**

Kirn Middle School  
Woodrow Wilson Middle School  
Abraham Lincoln High School  
Thomas Jefferson High School  
Kanesville Alternative Learning Center

The Educational Service Center is located in the Omni Business Centre on 300 West Broadway, Suite 1600

**[www.cb-schools.org](http://www.cb-schools.org)**  
712-328-6446



**Council Bluffs  
Community**  
SCHOOL DISTRICT