

Leadership - Proficiency - Community

CHARITON



High School

STUDENT HANDBOOK

2024-25

501 N Grand Chariton, IA 50049

Ph: 641-774-5066

www.charitonschools.org

TABLE of CONTENTS

Welcome, Title IX, and Multi-Cultural, Gender Policies & Social Media Sites	3
Graduation Requirements, At-Risk, and Drop-out Prevention	4
CHS Grading Scale	5
Monitoring Grades, Advisory, and Academic Supports	6
Academic Eligibility Guidelines	7
Good Conduct Policy Information	9
Sporting Events & Activity Suspension	13
Honesty Clause/Timely Admission	14
Attendance Policies, Monitoring, Compulsory Attendance, and Truancy	15
State Law Attendance Requirements & Actions for Absences of 10% or More	16
State Attendance Codes & Unexcused Absences	17
Attendance, Make-Up Work, & Student Responsibilities	18
End of Semester Assessments & Last Opportunity Days	19
College Course Handbook	20
Counseling and Planning Services, Scheduling & Withdrawal Policy, PSEO Act	21
Student Records	22
Bullying & Harassment	23
Student Conduct: Cafeteria, Food & Drink, Cell Phones	24
Student Conduct: Cheating & Plagiarism, Open Campus,	27
Computer Usage & Misuse of Technology	28
Misuse of Social Media, Dangerous Objects & Acts, Tampering w/ Doors & Cameras	29
Disrespect to Staff, Insubordination, Disruptions, Restroom Use	30
Dress Code & Personal Appearance	31
Fighting & Physical Violence	32
School Parking Lots & Permits	33
Substance Abuse, Tobacco, Alcohol, or Illegal Drugs	34
Distributing Dangerous Drugs, Sexual Conduct, and Theft	35
Threats of Violence, Vandalism, Weapons	36
Detention & Suspension Policies	37
Suspension & Expulsion	38
Office Procedures	39
Weather Information	40
Safety & Emergency Drills	40
Advisory, Assemblies, Athletic Passes, & College Visits	41
Dance Regulations, Drop Outs, Enrollments	42
Services, Student Publications, Student Transportation	43
Health Services	44
Health Info and Physical Education Guidelines	45
Alternative Program Handbook	46
Alternative Program Schedule, Participation Eligibility, Compliance Agreement	47

Welcome to Chariton High School

Chariton High School has a proud history of academic excellence, talented performing arts, and competitive athletics. We continue this tradition of excellence by providing the opportunities, programs, and tools students need to be prepared for post-secondary education and careers. The core classes and the hands-on experiences in the Career & Technical Ed courses provide students with real world, career focused learning opportunities, while our performing and visual arts departments offer a variety of ways for students to express themselves. Wearing the RED & WHITE uniform on the field of play is an amazing way for students to show their CHARGER PRIDE, and our student-athletes represent us well in both the athletic arena and the classroom.

The teachers, administration, coaches, and support staff of Chariton High School do their best to provide CHS students with quality instruction, supports, and opportunities to get the most out of the high school experience. We strive to make high school a positive and meaningful experience for students and their parents by providing useful tools, technology, and resources to effectively communicate and work with CHS families. Each student at CHS is issued a laptop to access their classes and communicate with their teachers more efficiently. Students and parents can log into [Infinite Campus](#) to see the student's attendance, account information, and track course progress at anytime, anywhere.

CHS is about students finding out who they are and what they can do. There are many choices to make and memories to be made... and we want to help each student make the most of their high school years. Together with your support, we can prepare students to reach their goals.

Sincerely,

Mr. Tracy Hall
High School Principal
Go Chargers!

NOTICE OF NON-DISCRIMINATION

Students, parents, employees, and other doing business with or performing services for the Chariton Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 are directed to contact: The Title IX Coordinator/Equity Coordinator, 1215 Linden Avenue, Chariton, Iowa 50049, (641) 774-4712, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 (2007). 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/Title IX Coordinator, Jayme Braida, 1215 Linden, Chariton, IA 50049, 641-774-4712.

Facebook: Chariton High School News, Chariton Charger Athletics, & Chariton Community School District

Twitter: @CofRed2 **Website:** www.charitonschools.org **Web Broadcasts:** www.chariton.tv

To meet the requirements for graduation students must earn 53 credits. To get the most out of the high school experience, students need to consider setting the goal to complete more than the minimum credits.

Graduation Requirements:

English (8 credits): English I (2 credits), Comp I (1 credit), Lit10 (1 credit), Junior Level Literature (1 credit), English Elective (1 credit), and Speech (1 credit). **Science (6 credits):** Freshmen Physical Science (2 credits), Biology (2 credits), Earth Science (1 credit), then choose from a variety of science courses including Environmental Science, Chemistry, Biomedical Sciences, Engineering courses, and Agriculture & Animal Science courses.

Math (6 credits): All students must complete Algebra I to graduate from CHS.

Fine Arts (2 credits): Band, Vocal, Music Appreciation, Introductory Band Courses, Art courses.

Google Apps I (1 credit): All students must complete this graduation requirement.

Social Studies (7 credits): U.S. History, US Contemporary Issues, World History, American Government, and Finance are required courses for graduation. Students also need 1 additional social studies credit.

Physical Education (4 credits): Students need to take eight semesters of PE.

Other Electives (19 credits)

CPR

At-Risk, Virtual & Drop-Out Prevention:

Students who are at-risk of not reaching the required 53 credits to graduate may have the option to pursue a 40 credit diploma option that meets the minimum requirements set by the Iowa Department of Education. This diploma option limits the post-secondary education and military options available to the student. The 40 credit diploma satisfies requirements for admission into community colleges and trade schools, but does not meet the requirements of most four year colleges and universities.

Students who are completing their coursework on Odysseyware may pursue the 40 credit diploma, but do not have the option to graduate prior to their Senior year.

Annual Progress Benchmarks:

Students typically earn 15 credits each school year towards the 53 credit graduation requirement. Students in each grade level should have the number of credits listed below:

End of Freshmen Year.....between 14-16 credits.
credits

End of Sophomore Year....between 28-32

End of Junior Year..... must have 38 credits

End of Senior Year.....40- 53 credits

One credit per semester is issued to a student upon passing a class. PE is given a .5 credit for each semester, but is not calculated into the GPA.

Grading Scale

LETTER GRADE	SCORE RANGE	1.0 Weight	1.1 Weight	1.2 Weight
A	3.6 to 4.0	4	4.4	4.8
A-	3.4 to 3.5	3.667	4.033	4.4
B+	3.1 to 3.3	3.333	3.666	3.999
B	2.8 to 3.0	3	3.3	3.6
B-	2.4 to 2.7	2.667	2.934	3.2
C+	2.1 to 2.3	2.333	2.566	2.8
C	1.8 to 2.0	2	2.2	2.4
C-	1.4 to 1.7	1.667	1.833	2
D+	1.1 to 1.3	1.333	1.466	1.6
D	.68 to 1.0	1	1.1	1.2
D-	.6 to .67	0.667	0.734	.8
F	.1 to .59	0	0	0
I	INC	0	0	0
P	PASS	0	0	0
NC	NO CREDIT	0	0	0
M	Medical Reason	0	0	0
W	Withdraw	0	0	0

Chariton High School has a weighted grading system. Some courses are weighted as single weighted (1.1) courses, while others are weighted as double weighted (1.2), which is determined by the rigor of the course. Course weightings are determined prior to the school year and communicated to students at the time of course registration.

Chariton High School Academic Supports:

How do I monitor my grades? Parents can go to www.charitonschools.org and click on the Infinite Campus Parent Portal link and login with their account information. Once into the portal, parents and students can monitor their progress and grades. If you need your account login information, contact the High School Guidance Office to get access.

What to do if you have a question about student grades?

1st Step: Ask the teacher about the grade. Email the teacher (first name.last name@chariton.k12.ia.us), contact the teacher through ParentSquare, or call the high school office and ask to leave a message with the teacher.

2nd Step: If you are unable to get in touch with the teacher or feel like your questions are not being answered, call or email the HS Principal.

What is MtSS & Intensive Support? MtSS stands for Multi-Tiered Systems of Support. When students are struggling the CHS faculty intervene and provide support for them both in class and outside of class. Supports at CHS include:

- Tier 1 In-class support from teacher & outside of class support from teacher (during Advisory or Before/After School)
- Academic Interventionist Support & Tutoring
- At-Risk Study Hall and On-line Credit Recovery
- Counseling, Academic and Social Emotional/Mental Health
- Check-In's with specific staff members.
- Attendance monitoring.

What is ADVISORY? Advisory is an 18 minute period in the daily schedule. During this time students will go to their advisor for academic support, school information, or they get a pass to work with another teacher. This is a time for students to ask questions and get help, make corrections, retake assessments, or work on assignments.

Student Participation in Advisory... Students who have been contacted by a teacher to attend their Advisory session will get a pass to meet with the teacher of that course during the Advisory period for scheduled dates. Students will continue attending Advisory until the assigned teacher signs the student's slip excusing them from Advisory. Attendance is required and will be monitored DAILY by Advisory teachers and administration. Attendance to Advisory will be recorded in Infinite Campus. Seniors who have an open before or after advisory are not required to attend advisory on M, T, Th, or F, but are required to attend on Wednesdays.

Academic eligibility is governed by rule of law under IAC 281-36.15(2), approved by the Iowa State Legislature. The academic eligibility policy states: **Contestants must receive credit in at least four subjects per term, each of one period or “hour” or the equivalent, at all times.**

At the end of each semester, contestants must be passing all classes (this includes physical education) and shall be making adequate progress toward graduation requirements (the eligibility standard). Grading checkpoints include: end of 1st Semester and end of 2nd Semester. If not passing all classes at the end of a semester, the student is ineligible for 20 consecutive calendar days of the activity (or activities), they are currently in or the next extra-curricular activity they participate in. The term of ineligibility is effective for one calendar year or until the 20 days are served. If not passing all classes at end of final grading checkpoint (2nd Semester) and the student is a “bona fide” contestant in baseball or softball, student is ineligible for four (4) consecutive weeks of that activity, but will have eligibility in the fall. For purposes of this sub-rule, a “bona fide contestant” means a student who presently is on the official roster for that activity, and he/she must complete the sport to the satisfaction of the coach/A.D. **The period of ineligibility will begin with the first day of school following the day grades are compiled by the guidance counselor.**

Students who fail a college course with Indian Hills will be ineligible for the upcoming season that follows the failed trimester. (For example, a student who fails an IHCC course in February will be ineligible for the Spring season.)

If a contestant does not meet the eligibility standard, then s/he is ineligible to dress for and compete in the next athletic contests and competitions until the next grading checkpoint. If a student is ineligible at the end of the 2nd Semester, and is not a bona fide contestant in a summer activity, the period of ineligibility will begin with the 1st day of legal competition. A student who drops out or is dismissed from an activity before the end of the season is not a bona fide contestant (baseball/softball), absent injury, illness, or similar circumstances outside of the student’s control.

All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan (CSIP).

Students who have been declared ineligible may remain on the team, and must continue to practice with the team. However, the student may not participate in athletic competitions or other extra-curricular activities, it is also understood that the student will not travel with the team/group nor serve in any capacity with the team/group, or be in uniform. Coaches and sponsors will be notified by the activities director of students who are ineligible.

All students entering 9th grade for the first time will be eligible to participate; middle school grades will not be checked. Students who transfer to CHS will be required to meet the academic standards as set forth by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. For students receiving incomplete grades (I), the incomplete grade will be considered a failing grade until that work is made up within the allotted time period. The eligibility of a student with an Individualized Educational Plan (IEP), will be determined based on progress made toward IEP goals. Ability to use summer school or other means to make up the failing grades for eligibility purposes is stricken.

Note: A “bona-fide” contestant is a student who presently is on the official roster for that activity. The bona fide contestant clause applies only to summer activities.

Medical Examination:

Every year each athlete shall present to the activities director's office a certificate, signed by a licensed physician, to the effect that the athlete has been examined and may safely engage in athletic competition. The physical examination form may be obtained in the high school principal's office.

School Attendance & Eligibility:

Students participating in extracurricular activities are to be in attendance after lunch through the rest of afternoon classes on the day of the activity. If the activity is on a Saturday, the student must have been in attendance after lunch until the end of school on the preceding Friday.

If the student is not in school, he/she is not eligible to participate unless approved in advance by the principal or his designee.

Students with an unexcused absence on the day of an activity that they are participating in, will be subject to consequences determined by the coach and administration that may affect participation eligibility in upcoming events.

Our Beliefs and Expectations:

The Chariton Community School District believes students who participate in extra-curricular activities serve as ambassadors of the school district throughout the school year, whether at or away from school. Students who wish to exercise this privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege conditional upon meeting the eligibility criteria established by the board, administration, and individual coaches and sponsors. The following activities are subject to board policy and the established rules: athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all elected offices, state contests, and performances for cheerleading, dance team, academic team, and color guard.

General Information

Violations accumulate per category, and accumulate throughout a student's high school career.

- If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.
- If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.
- Chariton High School will honor any good conduct violation from other schools. Any student entering our district under suspension will have to complete that suspension before participating for Chariton High School.
- Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.
- If consequences are imposed by the administration, and this decision is appealed to the Board of Education, the suspension remains in effect during the interim.
- Additional rules and provisions may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of all provisions.
- Because it is impossible to foresee every possible scenario (i.e. social media, etc.), school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed. Violations of the GCR that are witnessed by school officials or communicated to school administration by law enforcement will be subject to the GCR.

Violations of the Good Conduct Rule:

Category A

- Illegal use of drugs, including the use or possession of illegal substances or paraphernalia
- O.W.I. and / or weapons violation, or felony charge.

Category B

- committing an illegal offense (except minor traffic violations)
- Illegal use or possession of alcoholic beverages (other than that listed in part two of Category A)
A student is considered to be in "possession of alcohol" if:
 1. He/she is charged with and convicted of possession of alcohol or,
 2. Is seen or observed by a school official or law enforcement officer using or possessing alcohol or,
 3. Admits to using or possessing alcohol or,
 4. Is in attendance at any party or function at which alcoholic beverages are consumed, other than attending family sponsored activities such as a reception, public events such as a professional ball game, or any function if the student is under the direct care and supervision of his/her parent. If student can provide evidence that they were not possessing or consuming alcohol while in attendance the violation will move to a Category C offense.

Category C

- Use or possession of tobacco products, vaping, or juuling.
- Gross misconduct, defined as conduct unbecoming a student representing our school through extracurricular programs. Gross misconduct includes: fighting, truancy, vandalism, or any other conduct which would warrant a suspension.

Good Conduct Violations & Consequences:

Category A 1st offense:

Including, but not limited to, activities listed

- Suspended for up to 1 scheduled scrimmage against another school where students perform in front of a crowd, (i.e. pop scrimmage).
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months

Category A 2nd offense or more:

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months.

General Information

Violations accumulate per category, and accumulate throughout a student's high school career.

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.

Chariton High School will honor any good conduct violation from other schools. Any student entering our district under suspension will have to complete that suspension before participating for Chariton High School.

Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.

If consequences are imposed by the administration, and this decision is appealed to the Board of Education, the suspension remains in effect during the interim.

Additional rules and provisions may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of all provisions.

Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed.

Good Conduct Violations & Consequences:

Category B:

1st offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months

2nd offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months

3rd offense or more:

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months.

Good Conduct Violations & Consequences:

Category C:

1st offense:

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

2nd offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months

3rd offense or more:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school (This does not include graded performances)
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance (This does not include graded performances)
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months

Suspension from Sporting Events - Regulations

The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or cancelled. Each day of a multi-day meet or tournament is considered a date. Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period. If a sports season ends prior to completion of the suspension, there will be a "carry-over" to the next sport in which the student is participating. Also, the student will be required to complete the sport season in which participating, or the suspensions served during that season will be invalid. During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

Suspension from sporting events **including, but not limited to, the activities listed below:**

	<u>25%</u>	<u>50%</u>
Football	2	4
Cross Country	2	5
Volleyball	3	7
Basketball	5	11
Wrestling	4	8
Tennis	3	7
Track	3	7
Golf	3	6
Soccer	3	6
Baseball	6	11
Softball	6	11
Cheerleading:	Corresponds with sport in season.	
Drill Team:	Total scheduled performances.	

Honesty Clause/Timely Admission

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies. “Timely Admission” means: The student notifies school administration on the next day of attendance following the violation.

If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to school administration. Students who choose to challenge charges brought against them forfeit the opportunity to reduce their suspension or waive the educational component when consequences are imposed.

This option is available only once with a first violation of either Category A or B.

Suspension from Sporting Events - Timely Admission

<u>Timely Admission</u>	<u>25%</u>	<u>50%</u>
Football	1	3
Cross Country	1	4
Volleyball	2	6
Basketball	4	8
Wrestling	2	5
Tennis	2	5
Track	2	5
Golf	2	5
Soccer	2	5
Baseball	4	9
Softball	4	9

Cheerleading: Corresponds with sport in season.

Drill Team: Total scheduled performances.

PLEASE NOTE: If a student participating in C.H.S. activities with no previous illegal substance violations comes forward and asks for help with his/her problem and follows the recommendation of the student assistance team, counselors, and/or school administration, the first offense period of ineligibility will be waived. The student must not have charges pending with school or law enforcement officials for this policy to be in effect. A subsequent violation will be treated as a second offense by school officials.

ATTENDANCE POLICIES & EXPECTATIONS

At Chariton Community Schools, we recognize that consistent school attendance is vital to your child's academic success. When a student misses even a few hours of school, they lose valuable instruction and learning time that is essential for their future achievement. Many classroom activities, experiences, and discussions cannot be replicated through make-up work. Additionally, establishing a habit of regular attendance helps students develop crucial life skills, including persistence and responsibility, that are necessary for success.

ATTENDANCE MONITORING PROCEDURE

- The Attendance Secretary checks attendance every period of the day. If a student is absent for more than one period, parents are notified. **Absences will be marked as unexcused if we do not receive communication from the parent or guardian by 3pm the day of the absence.** Excuses received after 3pm the day of the absence will not change the absence coding without proper documentation.
- **All absences need to be excused by a telephone call or written note from the student's parent or guardian.** It is best if a call can be made, or note sent, prior to the day of the absence or during the day of the absence during office hours, Monday through Thursday 8:00-4:00, Friday 8:00-3:30. **Medical notes and other types of documentation regarding the absence should be submitted to the building secretary on the day following the absence.**

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have their children attend school in at the board designated attendance center in the school district. Students shall attend school the number of days or hours specified in the school calendar.

TRUANCY

Truant/truancy means a student of compulsory attendance age who is absent from school for any reason for at least 20% of the 90 days in the semester. Truancy does not apply to the following students who:

- Have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma.
- Are excused for sufficient reason by any court of record or judge.
- Are attending religious services or receiving religious instruction.
- Are unable to attend school due to legitimate medical reasons, (this includes anything that is supported with documentation from medical providers...dentist, ortho, therapist, etc.).
- Have an Individualized Education Program that affects the student's attendance.
- Have a plan under section 504 of the federal Rehabilitation Act, that affects the child's attendance.
- Are attending a private college preparatory school or probationally accredited
- Have admin approval due to severe family medical emergencies.

It is the responsibility of the parent to provide evidence/documentation of the child's mental and/or physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Note: Each day, portion of a day, or class period shall be considered a separate violation.

CONSEQUENCES: (First & Subsequent offenses), The student will receive 60 minutes detention for each period of truancy up to 3 periods, and parent will be notified. Truancy of 4 periods or more will result in In School or Out of School Suspension. No credit will be given for daily assignments or missed tests for each class missed.

STATE LAW ATTENDANCE REQUIREMENTS, per Semester: Per Iowa Code compulsory age students are required to attend for the full number of days or hours specified in the school calendar. A student is considered Chronically Absent if the student misses 10% or more of the school days in a semester. We understand that students must miss school on occasion for legitimate reasons. The state has provided guidance on what is considered exempt. Exempt absences include medical appointments accompanied by doctor’s notes, being sent home from school with illness, and participation in school-sponsored activities. Exempt absences are not included in the student’s total absences for the semester.

Actions determined by State Law for COMPULSORY AGE STUDENTS:

Number of Non-Exempt Days	Action Taken
10% Absences / 9 Days	Notification letter sent home & inform County Attorney (No legal action taken at this time)
15% Absences / 14 Days	Require School Engagement Meeting with parent/guardian and school representative
20% Absences / 18 Days	Referral to County Attorney

The actions outlined below will result if the student has additional absences after the 9 days.

Actions determined by Chariton High School for ALL STUDENTS:

Number of Non-Exempt Days	Action Taken
12% Absences/11 Days (for excused/non-exempt and/or unexcused absences).	Student is withdrawn from course or courses and enrolled in credit recovery through on-line platform delivered in the At-Risk Study Hall setting.
23% Absences/ 21 Days (10 days absent from At-Risk credit recovery program which include any absences beyond 11: excused, exempt/non-excused, or unexcused).	Student is exited from At-Risk on-line credit recovery program, and withdrawn from courses. Student may re-enroll the next semester.

If your child is having health issues and must miss school, please have the doctor write a note-to excuse their absence so that the absence can be exempt. Please understand that even if days are exempt due to a doctor’s note, your child’s Principal/Teacher may be reaching out to develop a plan to make up missed instructional time to assist them in being academically successful. Also, please notify the school by 8:30 a.m. the day that your child will miss school.

STATE ATTENDANCE CODES in INFINITE CAMPUS

Present Codes:

- ISS In-School Suspension
- Q Office Visit
- SRP School Related Participant, participating in a school event

Excused EXEMPT Codes: *These codes appear in green on Infinite Campus*

- GDRX Student has completed graduation requirements or HS equivalency
- CRTX Excused for sufficient reason by any court or judge
- RELX Attending religious services or receiving religious instructions
- MEDX Unable to attend school due to legitimate medical reasons. This includes anything that is supported with documentation from medical providers (dentist, ortho, therapist, etc.). This also includes absences initiated by the school nurse or designee.
- IEPX IEP that affects attendance.
- 504X 504 that affects attendance.
- FAMX Admin approved-for use with severe family medical emergencies ONLY.

Excused NON-EXEMPT Codes: *These codes appear in orange/yellow on Infinite Campus*

- FAM Family leave: vacation/out of town, funeral, parent excused (sick w/o documentation, etc.), non-severe family emergencies, car trouble.
- CV College Visit
- SRNP School Related: Non-Participant, attending a school event but not participating.
- OSS Out of School Suspension

Un Excused NON-EXEMPT Codes: *These codes appear in red on Infinite Campus*

- UNEX Skipped class; overslept, or no parent contact with school about the student absence

TARDIES: A student is considered tardy if they are not in class when the bell rings at the start of the class period. Each tardy will be considered a ½ unexcused absence unless the student has a pass from the office or a teacher. **NOTE: 2 Unexcused Tardies = 1 Unexcused Absence**

If a student misses 10 minutes or more of class, it will be considered an unexcused absence.

CONSEQUENCES for UNEX ABSENCES: Consequences for unexcused absences are based on the accumulation of unexcused absences by period.

1st unex absence: Discussion and warning with administration or delegate of administration.

2nd unex absence: 60 minutes detention and parent will be contacted.

3rd unex absence: 60 minutes detention and parent will be contacted.

4th unex absence: Student will be warned of withdrawal from the course at 6 unex absences, and will be assigned 60 minutes detention and will be ineligible to attend the next formal event: Winterfest (1st semester) or Prom (2nd semester), and possibly other extra-curricular events. Unexcused Tardies will not count against formal event eligibility. Parent contacted.

5th unex absence: Student will be notified by administrator that they will be withdrawn from the course at the 6th unex absence and will lose credit for the course, and will be assigned 60 minutes detention. Parent contacted.

6th unex absence: The student will be withdrawn from the course and assigned to At-Risk study hall and enrolled in an on-line class (different from the withdrawn course), and the parent(s) will be contacted.

UNEXCUSED ABSENCES and PARTICIPATION ELIGIBILITY: Students with an unexcused absence on the day of an activity that they are participating in, will be subject to consequences determined by the coach and administration that may affect participation eligibility in upcoming events.

Check Google Classroom, email, and make teacher contact: If a student is absent the student needs to check the Google Classroom pages, check their email, and make contact with their teacher about what the student missed. Make-up work may be arranged by contacting the high school office or by contacting individual teachers. Please allow 24 hours for the high school office to collect make-up work from teachers.

Make-up work is the responsibility of the student and not the teacher.

Teachers should help with occasional reminders, but ultimately it is the student's responsibility to make sure they have made up missed assignments and meet with the teacher to get additional help. To give yourself the best chance at success, ALWAYS turn in your work and take all tests.

Students missing 1 day or less of school because of excused absences, unexpected problems, illness, funeral, accidents, etc.

- Students should meet with their teachers the day they return using time between classes, before or after school to get assignments. This gives the student adequate time to be prepared for class the next day.
- Students should have their work made up the next time their class meets.

Students missing more than one day of school because of unexpected problems, extended illness, death in the immediate family, arrest and confinement, serious accidents.

- It is the responsibility of the student to see all his/her teachers the day they return to school and students will have one day to make up their work for every day missed.

Students who are going to be gone because of a school activity:

- It is the responsibility of the student to see the teachers prior to missing class for the activity, and contact should be made at least the day before the missing of class.
- Missing class due to a school event does not excuse students from meeting deadlines for assignments to be completed.

Students who know in advance that they are going to be gone for two or more days such as family vacations, planned surgery, funerals, etc.

- In these cases, when a student returns to school, the absence will be exempt if an excuse is presented from the medical/dental professional or the office. Students are expected to obtain their assignments for the time they will miss.
- Parents/Guardians should call to inform the office of an impending family vacation and send a note with their child well in advance of the trip. The student will be need to meet with each of their teachers and find out what lessons and assignments they need to complete during the time of their absence.

Attendance situations which do not fit the above, and multiple absences with day(s) of attendance in between.

- It is the responsibility of the student to check email, Google Classroom, and see all his/her teachers the day they return to school. They and the teacher will determine the time when work needs to be turned in.

- **Students who have a failing grade** in the last week of the semester will be required to come in for that class or classes at a scheduled time during “Last Opportunity Days” to meet with the course teacher and assess or provide evidence of learning. Students who are required to attend Last Opportunity Days that do not show up as scheduled, will be required to serve community service for the school to make up the hours they missed. Community Service may include but is not limited to picking up trash, cleaning windows, dusting furniture, and sweeping floors.
- Teachers can determine what may be completed by students to improve their grade, or have the student do an alternative assessment to demonstrate competency of a standard. During Last Opportunity Days students are allowed to complete up to two assessment re-takes or make-up no more than two projects/presentations from the last quarter of the semester (2nd Quarter or 4th Quarter).
- **Students who are passing** and want to improve their grades may choose to come in and work with the instructor at a scheduled time during Last Opportunity Days, if approved by the teacher. If a student plans to try and improve their grade, they will need to notify the teacher prior to Last Opportunity Days so that the teacher knows they are planning to come in.
- Students who have a failing grade during the last week of the semester, AND who have no possibility of passing the course will be required to attend the “Habits of Success” session in the Media Center
The student Habits of Success reflection asks questions regarding attendance, reading, course participation, notes, assignments, organization, deadline awareness, test prep, asking questions, and using study guides; as well as plans to graduate, post-secondary plans, courses they are concerned about taking, and their plan for improving in the next semester.

College Course Readiness :

CHS students who are interested in taking college courses are encouraged to:

- Think about why they are wanting to take the course and how the course fits into their 4 year plan,
- Meet with the guidance counselor to discuss their interest,
- Use the Accuplacer test to determine if they are ready to take a college level course.

Concurrent Enrollment Courses:

- Concurrent Enrollment Courses will count towards a student's high school GPA if the course is taken with a high school instructor. Course grades will be based on the high school grading scale, NOT the college grading scale because the grade is calculated as part of the student's high school GPA.
- Students will receive high school and college credit.
- The course grade will be graded as Pass/Fail if taken on-line

College Courses Offered at CHS and On-Line :

- College on-line courses are graded as pass/fail and do not count towards the high school GPA, unless the grade is a failing grade.
- If the college course is offered at the high school, students should take the course with the CHS instructor.
- If unforeseen circumstances prevent taking the college course at the high school and it is necessary to take the course on-line, the student needs to talk with the school counselor.

Virtual College Courses w/ Instructor:

- Virtual college courses that have an instructor will be given a letter grade.
- Virtual courses will not be weighted and not pass/fail.

College Courses in place of CHS Required HS Course:

- The student must show "college readiness" on the Accuplacer in order to be eligible to take the college course in place of the high school course.
- Students must demonstrate why taking a college course in place of the high school course is a need, not a want.
- Students must seek approval for taking a college class in place of a high school required course from the HS principal and school counselor prior to enrolling in the course.
- The college course will not be weighted.
- The course supplanting the high school course must align with the high school course's standards.
- The course must be a part of the student's post-secondary plan.

Timeline for Dropping a College Course offered at CHS :

- Students taking a college course at CHS will have up to 8 days to drop the course because after 8 days the school is charged for the course.
- If a student drops the course after 8 days the student will receive a "W" (withdrawal grade) for the course which is calculated in the GPA as a zero.

College Courses and Eligibility : Failing grades for college courses impact eligibility (the same as a high school course grade.) Eligibility from IHCC Winter Term grades affect the Spring season or next season the student participates in extra-curricular activities. A withdrawal grade ("W"), does not affect the student's eligibility. Students who receive a "W" will be eligible to participate in extra-curricular activities. If a student drops the course after the college's drop deadline, it will result in a failing grade ("F") and designate the student as ineligible to participate in extra-curricular activities for the following semester.

Class Scheduling, Drop & Withdrawal Policy

1. For each semester a student will be allowed to enroll in a course during the first 6 days of school with no penalty. From the 7th day to the 16th day a student may enroll in a course but will be held accountable for all work missed from the start of the course. After the 16th day of classes students may not enroll in a course. This does not include new students who enroll after the semester begins.

2. Students may drop a course at any time. After the ninth week of a semester a student dropping a high school course will be withdrawn from the course.

- The grade at the time of the withdrawal will apply to the student's eligibility but will not be recorded on the student's transcript. (i.e., if a student has an "F" at the time they withdraw from the course, the student will be ineligible the next semester, but the grade will not appear on the transcript and will not count towards GPA.)
- If the student is passing the class at time of withdrawal, the course will not count against the student for eligibility, and will not count towards the student's GPA). If a student drops a class within the last 10 days of the semester, the student will still receive an "F" on their transcript and will be ineligible for the next season.

If a student drops an Indian Hills Community College course with 10 days or less left in the semester, it will result in a failing grade ("F") for the course and designate the student as ineligible to participate in extra-curricular activities for the following semester.

3. Students who are chronically absent from a class period will be withdrawn from the course for that class period and assigned an on-line course (different from the course they have been withdrawn from), in order to have an opportunity to earn a credit for that class period.

4. Students who withdraw from classes at CHS and enroll in Homeschool programs will be subject to the eligibility guidance outlined above (see #2).

Schedule Changes:

Schedule changes made at the request of a student after the final schedules have been printed:

1. Must be educationally sound and in line with vocational objectives as determined by student and counselor.
2. Must not create an overload in a class section.
3. May not be from one section of PE to another or from one section of a class to another.

Post-Secondary Enrollment Options Act

The Chariton School District in order to promote rigorous academic pursuits and to provide a wider variety of options to high school pupils by enabling 11th and 12th grade students to enroll part time in courses in eligible post-secondary institutions of higher learning in Iowa. This would include all state institutions. Prior to taking a post-secondary course you must receive the approval of the board of education in order to receive credit toward the Chariton graduation requirements set out by the board. In general a three hour course will equal 1 credit at Chariton High School. All courses dropped or failed will be handled the same as any course taken here at Chariton High School, an "F" will be entered in the permanent record and included in the figures for grade point averages. For courses approved by the board of education on a case by case basis, students will be reimbursed for tuition and other costs directly related to the course up to a maximum of \$250. Counseling concerning this Act is available from the guidance office or the post-secondary institution. The responsibilities of the parents and student are: 1) to inform the school of their intent to take a class. 2) To apply at the post-secondary institution. 3) To sign a statement indicating that you have received information about the Post-Sec. Enrollment Option Act. 4) To provide transportation and costs of the transportation to and from the post-sec. institution. 5) To attend the class on a regular basis.

Student Records

The Chariton Community School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but not be limited to, the following types of records: identification data, attendance data, record of achievement, family background data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school building which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The person responsible for maintenance of student records for each school building is the building principal.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teacher with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. In connection with a student's educational financial aid applications.
5. Govt. officials to which information is to be reported under state law adopted prior to Nov. 19, 1974.
6. Organizations, which process and evaluate, standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. In connections with an emergency.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school/junior high school and from middle school/junior high school to senior high school 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. Parents and students under age 18 and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records in each building. The principal or person in charge of each attendance center may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: 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, degrees and awards received, and the most recent previous school or institution attended by the student.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building and that information objected to shall not be publicly released.

Bullying & Harassment

Students who feel that they have been harassed should:

Report Bullying or Harassment Immediately to a Chariton High School staff member by completing the bullying and harassment complaint form in the high school office.

Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.

If the harasser does not stop, or the student does not feel comfortable confronting the harasser, the student should: Tell a teacher, counselor, or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

What, when, and where it happened;

- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at that time or later;
- How the student felt; and
- How the harasser responded.

Any Chariton High School student who believes that they have been harassed shall notify the principal or asst. principal, the designated investigators. The investigator may request that the student complete the Harassment Complaint Form and turn over evidence of harassment. Information received during the investigation shall be kept confidential to the extent possible.

Bullying & Harassment

Students must use the bullying and harassment forms to report incidents of harassment/bullying. These forms are filed to keep record of the incidents that have occurred and are referenced in the event of further accusations.

Consequences:

1st Offense: Warning and/or up to 1 day out of school suspension and notify parents. Administration may suspend student from participation in upcoming activities including but not limited to athletic events, performances, and/or dances.

2nd Offense: 1-3 day out of school suspension. Parents notified and meeting held with student, parents, investigator, and principal. Administration may suspend student from participation in upcoming activities including but not limited to athletic events, performances, and/or dances.

3rd Offense: 4-10 day suspension. Student referred to the superintendent and the School Board for possible expulsion. Parents are notified. Administration may suspend student from participation in upcoming activities including but not limited to athletic events, performances, and/or dances.

Bullying, Harassment and Sexual Abuse Policies... The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Tracy Hall and Tim Milledge at 641-774-5066 as Level I investigators. The Superintendent of schools may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the individual's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a individual's academic performance by creating an intimidating, hostile or offensive educational environment.

Initiations, Hazing or Harassment The Chariton Community School District has adopted a comprehensive policy dealing with sexual harassment. Students and parents need to be aware that this policy also covers student harassment of fellow students and adults. The policy states that sexual harassment may include, but is not limited to: Verbal harassment or abuse; Graffiti or other written communications of a sexual nature - this may be a note written which is sexually explicit; Subtle pressure for sexual activity; Inappropriate touching patting or pinching; Intentional brushing against a student's body; Demanding sexual favors accompanied by implied or overt threats; Any sexually motivated unwelcome touching; A physical act of aggression that includes a sexual act or sexual purpose.

Bullying & Harassment

What may appear to be horseplay can, in fact, be harassment when targeted individuals feel threatened or intimidated. A student should inform the person responsible for these actions to stop the behavior immediately. If problems persist, the student reports the concern to a teacher, the counselors, or building principals. If warranted, the building principal will conduct an investigation which may result in school disciplinary action or possible legal action brought forward by the student who was the victim of the harassment.

The Chariton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion. **Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:**

- **Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;**
- **Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;**
- **Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;**
- **Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;**
- **Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.**
 - **Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;**
 - **Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or**
 - **The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating educational environment.**

Cafeteria Rules:

- Freshmen students are allowed to eat in the Cafeteria. Upper classmen are to eat in the Commons Area or the East Balcony of the gym.
- Any student creating a disturbance in the cafeteria or throwing food on the floor will be required to wait until the end of the lunch line to get their lunch OR will not be allowed to use the cafeteria for a period of time.
- All students are to return the trays and utensils to the proper place and not damage the utensils.

Students demonstrating lack of respect for the eating areas, other students, or staff, may have consequences up to suspension.

Lunch Ticket Procedures: Chariton High School has an automatic lunch accounting system. At the start of the year every student who deposits money in their lunch account will be given a plastic card with a bar code which represents their account. The card will be scanned every time money is deposited or a purchase is made, and the individual account will be credited or debited as appropriate. You may put as much money in the account as you wish up to the cost of all lunches for the entire year. Any money still in an account at the end of a school year will be carried over to the next year except for graduating seniors. Refunds of any balance will be given to the senior after graduation. Free and reduced lunches will be accounted for automatically at the appropriate rate. Cost of replacing a lost card is \$5.00

Food & Beverage Consumption:

- Students are permitted to consume food and beverages in the cafeteria and Commons Area.
- Students are not allowed to have food in classrooms, restrooms, gym, or auditorium.
- Students will not be allowed to consume food and beverages in classrooms unless it is relevant to the course. Celebrations involving food must be approved by administration and food for such celebrations will be left in the classroom.
- Students may have water bottles or drinks purchased from school vending machine in the classroom.

Cell Phones & Personal Electronic Devices:

(Personal Electronic Devices are any personal devices that are not issued to students by the school, or not approved by the school for the student to use.) **The use of cell phones or personal electronic devices will be permitted ONLY during passing time (between classes) and during a student's lunch time.** Chariton High School is not responsible for broken, lost, or stolen property, including technology devices. School administration will spend no time investigating the loss or damage of personal electronic devices.

CELL PHONES & PERSONAL ELECTRONIC DEVICES are NOT permitted in class:

Cell phones and personal electronic devices are considered a disruption of the learning environment and **are NOT allowed in class.** If a student's phone is visible or being used during class time, the student's phone will be confiscated by a faculty member, and the student will get the phone back at a later time that day. Consequences for having the phone out in class are as follows:

1st offense: Student will receive a minimum of 60 minutes detention.

2nd offense: The student will be assigned 60 minutes detention, parent notified, and student will be required to give bring their phone to the office at the beginning of each school day for a time period determined by administration.

3rd Offense: A third incident will result in 1 day OSS, parent contact, and the student will not be allowed to have their phone at school. Refusal to comply will lead to additional suspensions.

Cheating and Plagiarism: Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc., will result in loss of credit for the assignment. 1st

Offense: no credit will be given for the assignment, project or test. Student will serve detention as determined by the teacher.

2nd Offense: no credit will be given for the assignment, project or test. Student may be dropped from the class based on a recommendation by the teacher.

Closed/Open Campus Chariton High School observes a closed campus. This means that students are required to report to campus prior to the first period bell in the morning and remain on campus until school is dismissed. Once a student arrives on school grounds, he/she becomes the responsibility of the Chariton Community School District and must not leave the campus without permission. **No student shall leave the school buildings without personally signing out in the office.** Seniors who have earned "Open Campus" are allowed the privilege of passing in and out of the building.

Leaving for Lunch All Juniors and Seniors will be granted the privilege of "Open Lunch." **School administration may revoke lunch open campus at any time due to concerns regarding the health, safety, and welfare of the students.** These privileges may be revoked at any time because of academic intervention or disciplinary measures. Freshmen and Sophomore students are only allowed to leave campus during lunch if a parent or grandparent, or signs the student out in the office. Students choosing to leave during Closed Campus without permission will have the following consequences:

1st Offense: 60 minutes detention during before school, during lunch, or after school. (Determined by Administration)

2nd Offense: Assigned to eat lunch in detention for 5 days.

3rd Offense: Suspension

Senior Open Campus, General Guidelines: Open campus is a privilege and not a right, and may be revoked at any time by administration if the student is not meeting the academic or behavioral standards established by the school. **School administration may revoke open campus at any time due to concerns regarding the health, safety, and welfare of the students.** Parents must sign permission before seniors may have open campus.

-Seniors who have 40 credits will be eligible for open campus first semester and those who have 45 credits will be eligible for open campus second semester.

-Eligible seniors must be enrolled in a minimum of 7 classes 1st semester and 6 classes 2nd semester.

-Any senior who has failed a course the semester prior to their senior year will not be eligible for open campus until second semester.

-A student must have passed all subjects the first semester of his/her senior year to be eligible for open campus second semester.

-Seniors must have earned a minimum G.P.A. of 2.00 from the previous semester to remain eligible.

-We will not rearrange schedules to accommodate "Open Campus"

-You will be expected to attend all special meetings for seniors and you will be expected to be at all seminar periods. They will be announced in the daily bulletin

-If you do not have a class 1st period you will be expected to know what is in the bulletin and will be held accountable for it. A copy of the daily bulletin will be posted on the bulletin board outside the high school office

Revocation of Open Campus: A student may lose all open campus privileges and will be assigned to a study hall if he/she is reported to the office for failing a current class. Open campus will be restored after the teacher has reported the student is passing at the end of the current assigned period (midterm, nine weeks; has detention time which has not been made up. Restored after time is made up; Has dropped a course after the drop deadline and will receive no credit because of that drop; Is referred to the office or found loitering in the building or surrounding outer areas of the building. If a student chooses to remain in school, he/she should be in the study hall or with a pass the media center, computer lab, or a teacher's classroom.

1st violation of any rule – suspension of open campus for remainder of quarter

2nd violation of any rule – suspension of open campus for remainder of semester

3rd violation of any rule - suspension of open campus for the remainder of the school year

Computers Usage Policy Infractions:

Administration has the right to refer incidents to the Chariton Police Department. Students found to have misused computers, entered unauthorized programs, downloaded or attempted to install any programs or files from the Internet or other sources without teacher or administrator approval, or have violated copyright are subject to the following actions as described in Board Policy 605.9

1st and Subsequent Events:

Students found to have misused computers are subject to consequences ranging from detention, loss of computer access privileges, suspension, recommendation for expulsion, or referral to law enforcement based on the severity of the infraction.

Use of, or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.

Per case basis: length of punishment from detention to suspension will be determined by administrator.

Loan the laptop to another student or person.

CONSEQUENCES:

1st offense: 60 min detention for both students

2nd offense: Loss of privileges for length of time determined by administration.

Removed or attempt to remove identification tags on the laptop and power supply or deface with stickers, marking pens, etc.

1st offense: 60 min detention

2nd offense: 2 hours Community Service on Wednesday after school, and conference with parent and administrator.

3rd offense: Loss of computer for time determined by administration, and conference with parent and administrator.

Damages that are not covered under warranty will be charged to the student.

- **First Damage – up to \$100**
- **Second Damage – up to \$200**
- **Third Damage – full cost of repair**

*If the laptop is lost or stolen or unrepairable due to damage, the student and parent are responsible for the full replacement cost.

Misuse or Inappropriate Use of Technology

Administration has the right to refer incidents to the Chariton Police Department. Students found to have misused technology are subject to consequences ranging from 60 minutes detention to recommendation for expulsion based on the severity of the infraction.

Malicious use of the laptop or other device to record (audio/visual) others without their permission,

1st offense: 1-3 days OSS and parent meeting with administration up to recommendation for expulsion.

2nd offense: 3-5 days OSS and a conference will be held with the principals, student, and parent/guardian and loss of laptop privilege for remainder of year, up to recommendation for expulsion.

Misuse of Social Media

The Chariton School District and Chariton High School take the misuse of social media very seriously. The CCSD and CHS have partnered with law enforcement to ensure the daily school operations and the safety of our students and faculty are not compromised by the misuse of social media.

The CCSD and CHS have worked with law enforcement and state agents recently and in the past to successfully identify sources and individuals responsible for social media posts that have created a disruption to the school environment. Once the individual(s) responsible for the post (or posts) have been identified, law enforcement shares the information with school officials.

Misuse of social media includes, but is not limited to: portraying or labeling individuals or groups in a negative way, spreading rumors, making demeaning jokes or remarks, or any other form of bullying, hazing, or other victimization that has the purpose or effect of causing discomfort, embarrassment, suffering, or fear to an individual or group of individuals.

School related misuse of social media includes posts that:

- cause a disruption to the school environment,
- pose a threat (directly or indirectly), to the safety of our students and faculty
- negatively uses school related logos, photos, or media associated with or taken in the school setting.

Note: A disruption to the school environment is any student act or student behavior that substantially or repeatedly interferes with the conduct of a class or classes.

Students responsible for social media posts that meet one or more of the school related misuse descriptors will be recommended for expulsion from school for the remainder of the semester &/or the entire school year. Students who are expelled are not allowed to participate in any school related events and activities. Expelled students are prohibited from being on school district property during the expulsion period.

Dangerous Objects & Acts

This includes but is not limited to knives, pellet (bb) guns, look-alike weapons, fireworks, smoke bombs, stink bombs, setting fires, shells, electronic stunners, pepper spray or mace, setting off fire alarms, or any other object or act that jeopardizes the safety of others on school grounds.

CONSEQUENCES:

1st Offense: The student will be given an out-of school suspension from one to five days. Possible hearing with the school board for additional consequences. A parental conference may be necessary for admission.

2nd Offense: The student will be given an out-of-school suspension from 5-10 days. Possible hearing with the school board for additional consequences. A parental conference will be necessary for re-admission.

3rd Offense: Out-of-school suspension pending an expulsion hearing with the board.

Tampering with Doors & Cameras

Students who tamper with doors and cameras are interfering with the safety and security of the building and will be subject to the following consequences.

CONSEQUENCES:

1st Offense: The student will be given an out-of school suspension from one to five days. Possible hearing with the school board for additional consequences. A parental conference may be necessary for admission.

2nd Offense: The student will be given an out-of-school suspension from 5-10 days. Possible hearing with the school board for additional consequences. A parental conference will be necessary for re-admission.

3rd Offense: Out-of-school suspension pending an expulsion hearing with the board.

Disrespect to Staff /Insubordination

Any act which demeans the position of a staff member of the school. The use of profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member while in the building or on the school grounds, including failure to go to the principal's office when asked, is considered to be disrespectful. Disrespect to staff members will be dealt with on an accumulating basis (total years in high school) rather than on an individual basis.

CONSEQUENCES:

1st Offense: The student will be assigned consequences ranging from detention to Out of School Suspension based on the severity of the incident. A conference may be held with the principals and the parents or guardian and the student.

2nd Offense: The student will be assigned to consequences ranging from detention to Out of School Suspension based on the severity of the incident. A final review of policy with student and parent/or guardian will be held.

3rd Offense: The student will be assigned Out of School Suspension, and will be ineligible to attend or participate in extra-curricular activities for 14 calendar days.

4th Offense: Permanent removal from course or courses as may be appropriate and may be recommended for expulsion by the Board.

Disruptive, Inappropriate Behavior, Dismissal from Class:

In the classroom or on school grounds, any action which interferes with the educational process and not included or specifically spelled out in the handbook. The following procedures will be used whenever a student is disruptive, acting inappropriately, or the teacher finds it necessary to send a student to the office from their class because the student poses a disruption to the learning environment.

1st offense & 2nd Offense: The student will be assigned consequences ranging from detention to Out of School Suspension based on the severity of the incident. Parent/guardian will be contacted.

3rd Offense: A third incident will result in loss of course credit. Upon removal from the class, the student will be enrolled in an on-line credit recovery course and the parent/guardian will be contacted.

Restroom Use Expectations: The following behaviors are prohibited in CHS restrooms:

Consequences for violators are listed below.

- **Loitering (or "hanging out):** Students who are waiting around and not using the restroom for the intended purpose.
- **Multiple students in one stall:** Only one person is allowed in a stall at one time.
- **Eating in the Restroom:** Students cannot take food or drinks into the restroom.

1st offense: Student will receive a minimum of 60 minutes detention.

2nd offense: Student will receive 120 minutes detention. Further incidents may result in suspension.

Dress Code & Personal Appearance

Students are expected to display good taste, judgment, personal cleanliness, neatness, and appropriateness of attire and appearance at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates.

Specific dress code expectations include:

1. No clothing advertising drugs, with profanity, sexual innuendo, or nudity will be permitted.
2. Shirts must cover the entire torso. Sleeveless shirts should cover the rib cage and reach up to the armpit. Necklines should not be below the collar bone. No abbreviated tops (halter, tube, midriff or shortened shirt) will be permitted.
3. Undergarments should not be visible.
4. Shorts are permitted; however, they must be considered appropriate for our school (short shorts are not acceptable). Shorts should be no shorter than mid-thigh.
5. Caps, hats, hoods, and sunglasses are not considered appropriate for classrooms as they do not enhance the academic environment. All hats are to be removed when you enter classrooms and not to be worn again until you leave the classroom, unless otherwise permitted by the classroom teacher.

Students who violate the dress code will be subject to the following consequences:

-If the clothing worn by the student contains drug or alcohol advertisements, profanity, sexual innuendo, or nudity, the student will be asked to turn the clothing inside out or change into another shirt.

-If the clothing is considered to be too revealing, the student will be asked to change into appropriate clothing.

Blankets, flags, or other items that are not considered clothing, are not to be worn while in the school building.

1st Offense: Student asked to change clothes.

2nd Offense: Student asked to change clothes and 30 minutes detention

3rd Offense: Student asked to change clothes, 30 minutes detention and meeting with student and parent/guardian.

NOTE: The appropriateness of the apparel in question will be determined by the administration, guidance counselor, or teacher who reports student to the office.

Fighting and Physical Violence

Any time a student is determined to be a danger to himself/herself or others during regular school day on school grounds, or at any school activity because of demonstrated acts of violence. Physical fighting and violence will be dealt with on an accumulating basis (total years in high school) rather than on an individual basis.

A. Toward Staff: Out of school suspension and a recommendation to the Board for expulsion from school.

B. Toward other Students

1st Offense: The student will be suspended for up to 5 days. A parental conference may be necessary for re-admission to school.

2nd Offense: The student will be suspended for 5-7 days. A parental conference will be necessary for re-admission to school.

3rd Offense: Student will be suspended indefinitely pending an expulsion hearing with the Board of Education.

Note: All incidents of fighting can referred to law enforcement.

Profanity

The use of profanity (spoken, written, or gesture in the school building or on school grounds) is not an acceptable standard of the Chariton Community School District. Unacceptable language as defined here will also include religious, sexual, and racial slurs.

CONSEQUENCES:

1st Offense and Additional Offenses: Conference with the principal and/or assistant principal and 30 minutes detention time for repeat/habitual offenders.

Students can purchase a parking permit for one of the two student parking lots available for their use. One is located across the street on the west side of the school and the other is located on the southwest corner of the school. Parking is allowed in permissible areas on the city streets at no cost to the student. The lot on the southeast side of the HS and the lot on the north side of the Community Center are reserved for teachers during the school day from 7:00 a.m. to 5:00 p.m., Monday through Friday. Faculty and students are not allowed to use the first two rows on the South side of the Community Center and are not allowed to park in the Catholic Church parking lot.

All motorized vehicles parked by students on campus must be registered and pay a \$20 registration fee. All vehicles will be parked within stall markers (lines). You must have a line on BOTH sides of your car. Parking is not permitted on curbs, bus lanes, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles (in winter) or at the end of the row. Parking in these areas will result in a fine. The district reserves the right to tow a parked vehicle when it is improperly or illegally parked and poses a traffic hazard or an obstruction to the normal movement of traffic or is in violation of said regulations without prior notification at the subject's expense.

Parking in another student's spot, visitor spot, or staff spot is not allowed and a \$25 fine will be assessed. Responsibility for finding an authorized parking space rests with the operator. Lack of space in a certain area is not considered a valid excuse for violation of these regulations.

Violation of any regulations will be subject to the following fines:

- **Failure to properly display a current permit on a vehicle driven on campus.....\$25.00**
- **Driving and/or parking in unauthorized area\$25.00**
- **Illegal parking in a handicapped parking space \$100.00**

Upon receipt of a fine for parking or traffic violation, the violator will pay the designated fine in the Principal's Office.

Vehicle operators that have more than 3 violations in one school year will lose parking privileges and the vehicle may be removed from the campus at the vehicle operator's expense. After the third violation a certified letter will be mailed with notification of loss of parking privileges and future removal of the vehicle at the operator's expense. Removal of the vehicle may occur every time the vehicle is driven or parked on campus thereafter. **Chariton High School has the authority to deny use of High School parking facilities to students if there are on-going problems with litter in the parking lot. The school may revoke individual privileges for habitual parking violators.** The registered holder of a parking permit regardless of who drives or parks the vehicle is at all times responsible for that motor vehicle. Other limitations may be established by the school. The permit must be used with only the registered vehicle. Parking permits may not be transferred from student to student without authorization from the principal's office. Any transfer of a parking permit to another vehicle or person will lead to a loss of parking privileges. Revocation will carry over to the following school year, if necessary. The school reserves the right to issue all permits.

If a vehicle is sold, wrecked, or otherwise removed from service, please report the change of vehicle to the office. A new registration form will need to be completed upon presentation of the vehicles registration information. If you must drive a car other than the registered vehicle, you must report the car you are driving to the Principal's Office upon your arrival. Failure to report this information could result in a parking violation, fine, or other penalty. You must report in person with the car registration information of the car you are driving. **Students are not allowed to be in the parking lot for any purpose other than to park their vehicle for school or school events. Presence in the lot for any other reason including but not limited to loitering will be considered trespass and will be charged accordingly.** (This statement is the result of collaboration between the Chariton Police Department and Chariton High School.

Substance Abuse, Use of Tobacco, Alcohol, or Illegal Drugs

Definition: A dangerous drug is defined as an alcoholic beverage or any controlled substance listed in Iowa Code Chapter 204 (for example: opiates, narcotics, hallucinogenic substances, stimulants, cocaine and depressants) which is illegal without a doctor's prescription, including tobacco, "e cigarettes" and "designed drugs". **Rule:** Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco products or look-a-like substances on school grounds or off school grounds while participating in a school sponsored activity. This also includes drug paraphernalia. All alcohol, drugs, tobacco etc. will be confiscated and turned over to the police.

Tobacco, Vaping, and Juuling This applies to any student who is under the influence of, or seen possessing or using products or paraphernalia relative to tobacco use, vaping, or juuling, by a faculty member within one block of school property on school property any hour of the day during the regular school year, and/or at all school sponsored activities at home or away.

1st & 2nd Offenses: The student will be given an out of school suspension from one to five days and the Good Conduct Policy will be enforced.

3rd Offense: The student will be suspended and the incident will be referred to law enforcement.

Breath Analyzer:

While school administrators are not required to use breath analyzers to determine whether an individual has consumed alcohol, Chariton High School administrators may choose to use breath analyzers to assist in their decision-making process. Individual students may be subjected to breath analyzer tests during school events or on school grounds if school administrators reasonably suspect that the student has consumed alcohol. The following rules will apply to use the breath analyzer:

- When the administrator has reason to suspect that any individual or group of individuals on school property has been consuming alcohol.
- In addition to the administrator in charge, a second adult will be present at the time the breath analyzer is used.
- Any person who has been requested to take the test and subsequently refuses to do so shall be considered in violation of the school's alcohol policy. Law enforcement personnel will then be contacted.
- A Chariton student showing a positive reading on the breath analyzer shall be subject to school discipline policy. At this time, an attempt will be made to contact a parent/guardian.

Alcohol and Drugs:

If a student is under the influence of, or using or possessing alcohol, dangerous drugs (including but not limited to opiates and narcotics), or synthetic stimulants on school property any hour of the day or night during the regular school year, and/or at all school sponsored activities (home or away), **an attempt to contact the parents will be made and the student will be turned over to police.** Offenses are considered cumulative (over the span of a student's high school career). In addition the following will be done:

1st & Repeated Offense(s): The student will be suspended immediately for ten (10) days and may be referred to the Board of Education for expulsion, or any other action which the Board deems appropriate.

Distributing Dangerous Drugs:

It is forbidden for any student to possess a dangerous drug, prescription drug, or drug paraphernalia with the intent to distribute to other people. Distribution is defined as selling, giving, or taking orders for a dangerous drug, prescription drug, or drug paraphernalia. Any student who is found to have intended to distribute a dangerous drug, prescription drug, or drug paraphernalia by reason of its quantity and packaging or any reliable information as to the fact that the student actually distributed the dangerous drug, prescription drug, or drug paraphernalia, then an attempt to

- **contact the student's parents will be made,**
- **and the student will be turned over to the police.**
- **At the same time, the student will be suspended immediately and referred to the Board of Education for reprimand, suspension, expulsion, or any other action which the Board deems appropriate.**

No Penalty Assistance: The Chariton Community Board of Education feels that any student who is experiencing increasing dependency on dangerous drugs or prescription drugs should be receiving support from the Chariton Community Schools. Any student should feel free, under no threat or penalty, to discuss this matter with any faculty member with whom he/she feels comfortable. Our counseling department can be extremely helpful in this and should be contacted.

Sexual Conduct:

Students who have engaged in sexual acts on school grounds or during school activities will be suspended immediately for up to 10 days and the incident will be referred to law enforcement.

Theft:

Unauthorized possession of school, employee and/or student property. Any theft reported to a law enforcement agency will be dealt with by the court system. Theft not reported to law enforcement will be handled using the terms specified below.

CONSEQUENCES:

1st Offense: After school detention, restitution, and/or In-School or Out of School Suspension. A parental conference may be held.

2nd Offense: Out of School Suspension until a parental conference has been held to establish an appropriate plan of restitution. Time missed will be made up in In-School Suspension.

3rd Offense: The student will be suspended out-of-school and a recommendation for expulsion will be made to the Board.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All threats with or without a weapon, with the intent of causing harm to another person, and made during the school day or at school events will not be tolerated. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat(s) impacts the orderly and efficient operation of the school.

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

The following factors will be considered in determining the extent to which the student will be disciplined for threatening or terroristic behavior:

- the background of the student including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of the legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Vandalism

The malicious destruction of someone's personal property or school property is considered vandalism. Any vandalism reported to a law enforcement agency will be dealt with by the court system. Vandalism not reported to a law enforcement agency will be handled using the terms specified below.

1st Offense: warning of possible criminal charges, detention time, and full restitution for damages incurred. A parental conference may be necessary.

2nd Offense: Out of School Suspension and Admission to classes after restitution has been made and accepted. A conference will be held with the principals, student, and parent/or guardian to discuss the terms of reinstatement.

3rd Offense: A recommendation will be made to the Board for expulsion

Weapons

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. Parents of students found in violation of this policy will be contacted and students will be reported to law enforcement officials. "Weapon" is defined as a firearm which includes guns and bombs. A knife or other dangerous objects used with the intent to cause harm to another person will result in consequences ranging from detention up to expulsion.

Detention & Failure to Make-Up Detention

Students receiving detention are expected to serve their time within a week of receiving the detention. Any detention that is not made up will continue to remain on the students record and will prevent the student from attending events such as Winterfest, Prom, and Graduation (Seniors). All outstanding detention must be made up by the end of the day on the Friday prior to event (Winterfest, Prom, Graduation), in order for the student to attend.

Accumulation of 4 hours of detention will result in a ½ day of In-School Suspension.

Alternatives to Detention:

Community Service: The student may be assigned to Community Service for the school to make up detention time. Community Service may include picking up litter and debris around school grounds, cleaning walls, sweeping floors, cleaning windows, and any other duty which will improve the appearance of school grounds.

School Service: Students may choose to forgo their detention by choosing to serve their time by helping at a school event (such as track meet, working concessions, cleaning windows, dusting, sweeping court between games, cleaning gym or stadium after events, etc.). In some instances, school service may be assigned by the administration in place of detention.

Suspension & Expulsion of a Student

- The superintendent, principal or assistant principal may temporarily suspend, for up to ten (10) days, any student for violation of the regulations and rules, and discipline policies of the school district. Only the Board of Education may expel a student.
- Students do not have to return to school if they are sixteen but if they turn 16 during a school year they must remain in school until the end of that school year.
- Excused/unexcused absences or in-school/out-of-school suspension may affect a student's grade, the potential for credit, or right to make up missed assignments. Additional work can be assigned to compensate for the class time lost due to absences. However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for no credit or reduced credit.
- Any students suspended from school may not attend any school sponsored event on the day/days he/she is suspended.
- The superintendent, principal or assistant principal may temporarily suspend, for up to ten (10) days, any student for violation of the regulations and rules, and discipline policies of the school district. Only the Board of Education may expel a student.
- Students do not have to return to school if they are sixteen but if they turn 16 during a school year they must remain in school until the end of that school year.
- Excused/unexcused absences or in-school/out-of-school suspension may affect a student's grade, the potential for credit, or right to make up missed assignments. Additional work can be assigned to compensate for the class time lost due to absences. However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for no credit or reduced credit.
- Any students suspended from school may not attend any school sponsored event on the day/days he/she is suspended.

SUSPENSION AND EXPULSION – Due Process Procedures

- The superintendent or principals may temporarily suspend for up to ten (10) days any student for a violation of the regulations and rules and discipline policies of the school district.
- Prior to suspension, a meeting shall be held with the student at which the student is given oral or written notice of what he/she is accused of doing. An explanation of the evidence shall be given. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given.
- The student shall be given an opportunity during the hearing to present his/her side of the accusation if the student denies the charge.
- The hearing may be held immediately following the notification of alleged misconduct.
- A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In the case of immediate removal from school, the necessary notice and hearing shall be followed as soon as possible.
- Whenever the superintendent or any principal or asst. principal deems the presence of a student detrimental to the best interests of the school, they may temporarily suspend him/her under the rules 1-6 and recommend to the Chariton Community Board of Education that such student be expelled.
- Whenever a student is recommended for expulsion, the student shall be provided with a hearing before the Board. The hearing shall be held on a date not later than five (5) days subsequent to the date of suspension. The parents and/or student shall be provided with notification of the time and location of the hearing.
- All relevant evidence shall be presented at the hearing by both the student or his/her counsel and the administration or their counsel. The Chariton Community Board of Education shall consider all relevant evidence introduced at the hearing.
- Within three (3) days after the hearing, The Chariton Community Board of Education shall consider the relevant evidence and determine such disciplinary action as it deems appropriate.
- The Chariton Community Board of Education shall properly notify the student, as well as the administration, concerning the Board's findings of fact and determination.

School Property & Student Lockers

Students are loaned school property such as books, lockers, and classroom materials and equipment throughout each school year. The student is expected to be responsible for the care of loaned school property. Should a student lose, misuse, or cause damage to property of the school, he/she will be expected to pay for the damage or cost of replacement.

Each student is provided a locker for the purpose of storing their school materials and personal items necessary for attendance at school. **Students are not allowed to change lockers without administrative approval.** It shall be the responsibility of each student to keep their assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. The locker is the property of the school. "General Locker Inspections" are conducted periodically throughout the school year. These inspections are generally for such administrative purposes as ensuring that lockers are clean and well kept. Students will be present when their locker is being "inspected". "Specific Locker Searches" of a specific student can be done whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items will be given to law enforcement officials.

Office Procedures

Office Hours:

The high school administration office is open at 7:30 a.m. until 4:30 p.m. during the school year.

Announcements:

Morning announcements are sent via Parent Square to students, faculty, and participating community members each day. It is the responsibility of each student to read through the announcements each day.

Messages to Students:

The school would like to keep messages to students at a minimum. Students will be notified of messages in the office the last 3 minutes of 4th and 8th periods. It will be the responsibility of the student to go to the office for the message. Students will not be called out of class unless it is for an emergency message. Students must come to the office and pick up materials left for them.

Visitors:

Chariton High School, except in extreme cases, will not allow student visitors. If student visitors are allowed it will only be with advanced approval by the principal.




Weather Information:

Procedure for School Dismissal in Inclement Weather

1. The superintendent of schools and the transportation director shall determine if school is to be closed because of inclement weather.
2. School may be postponed for an hour or more if the weather is expected to change.
3. The information will be shared with the students, families, and staff through Parent Square communication.
4. You may also obtain school closings by listening to radio stations WHO - 1040 AM, and watching for updates on from television stations WHO-TV channel 13, or KCCI channel 8.

SAFETY and EMERGENCY DRILL STUDENT COOPERATION: Students refusing to cooperate with safety procedures (i.e., refusal to leave backpacks, refusal to leave the building during evacuation, failure to report to designated areas, etc.), will be subject to disciplinary action up to and including Out of School Suspension.

SAFETY AND EMERGENCY DRILLS... During the course of the school year we will exercise each emergency response drill twice in each semester. The procedures for each response are as follows:

	<p>EVACUATION <i>Emergency inside building requiring all students and staff to exit building</i></p> <ul style="list-style-type: none"> • Evacuate the building and report to the designated rally point • If time permits, close your door and turn off lights • In inclement weather, if time and safety permits, allow students to get coats • Take emergency go-kit • Take attendance. Report missing, extra, or injured students to safety team • Unassigned staff should assist as needed
	<p>SHELTER IN PLACE <i>Emergency outside requiring students and staff to stay in building</i></p> <ul style="list-style-type: none"> • If outside, move to the nearest interior shelter location (REVERSE EVACUATION) • Direct students into designated shelter locations • Close classroom doors and windows when leaving • Take attendance and communicate names of any missing or additional students to the office • Ignore all bells and alarms unless otherwise instructed • All persons remain in shelter until notified by administration or emergency responders
	<p>LOCKDOWN <i>Threat of violence inside the school building</i></p> <ul style="list-style-type: none"> • May lead to EVACUATION or other ALICE responses • Clear the hallway by your room and move everyone into classroom/office • Lock doors, turn off lights, and cover windows • Move students and staff away from doors and windows • Direct all persons to sit down against an interior wall and remain quiet • DO NOT respond to anyone at the door • Ignore all bells and alarms unless otherwise instructed

ADDITIONAL PROCEDURES:

CLEAR THE HALLS

A need to temporarily clear hallways and confine students and staff to their rooms

- Keep all students in the classroom, close doors, and continue teaching and learning
- Teachers and students not in classrooms should seek the closest available available room
- Stay out of hallways and commons areas
- Take attendance and communicate names of any missing or additional students to the office
- Ignore all bells and alarms unless otherwise instructed
- Unassigned staff should assist as needed

LOCKOUT

Exterior threat in the general vicinity of school building

Maintain normal interior building operations unless otherwise directed

- Close, cover, and lock windows
- Students are not allowed to leave or travel between buildings (including PE, recess, etc.)
- Take attendance and communicate names of any missing or additional students to the office
- Unassigned staff should report to the office and assist as needed

REVERSE EVACUATION

Emergency outside the building requiring all students and staff to return inside

- Direct students to the nearest entrance
- Once inside, direct students to return to classrooms or designate one room to regroup
- Initiate additional emergency responses as needed
- Unassigned staff should assist as needed

Advisory

Advisory period will meet on every Wednesday and is as much a part of the school day as regular class. Therefore if a student is in school the preceding class, he/she is expected to be in attendance in advisory for that school day. Seniors who have open period before or after advisory may leave campus and not attend advisory, but ALL SENIORS are required to attend advisory on Wednesdays.

Assemblies

Assemblies are offered for entertainment, student recognition, and support for athletic teams, student motivation, and educational information. The administration holds the right to withhold any student from an assembly because of disciplinary reasons.

1. Students shall show respect and courtesy to all speakers and performers
2. Students shall remain seated until the end of the assembly.
3. No whistling or booing at any time or on any occasion.
4. When assemblies are held in the gymnasium students should sit as follows on the main floor of the gym: Floor level: Seniors southwest, Band far east, Juniors south center, Sophomores northeast, Freshmen far northeast.
5. When assemblies are held in the auditorium students should sit as follows: Seniors in front rows of center section, Juniors in South section, Sophomores in North section, and Freshmen in middle to back rows of center section.
6. Students who cause a disruption at assemblies will not be allowed to attend assemblies for the remainder of the school year

Athletic Season Tickets

The high school will sell Athletic Season Tickets to all regularly scheduled athletic events. The price is \$40.00. The tickets will be sold at the time the student picks up their schedule in August. The Athletic Season Ticket does not cover athletic events that are not sponsored by the Chariton Community Schools. Lost tickets will result in a \$5.00 replacement cost. ATHLETES AND SEASON TICKETS: Students participating in a sport will be given free admission to all contests in that sport.

College Visitation

Students are encouraged to make college visitations during periods of time when regularly scheduled courses are not being held at the high school (e.g.: Thanksgiving, Christmas, and spring vacations, parent/teacher conference days, and workshop days.) Freshmen, Sophomore, Junior, and Senior students have 2 excused college visits per semester. If a student needs to visit a campus on a school day, the following steps should be taken:

1. Prior arrangements should be made through the guidance office and principal's office.
2. Advance notice should be given to the attendance secretary.
3. The student must return with documented proof of visitation from a college official.
4. Make up assignments will be the responsibility of the student.
5. Failure to make arrangements in advance via the office will result in the absence being unexcused.

Dance Regulations

1. The organization sponsoring the dance must have four adults at the dance. Included in this group are a minimum of 3 staff members; a parent may substitute for one staff member.
2. Once a student enters the dance, he or she must remain at the dance. If the student leaves the dance, he or she may not return to the dance.
3. High school dances include grades 9-12. Students in 8th grade or below are not allowed to attend high school dances.
4. Students are permitted to invite guests to Homecoming and Prom as long as the invited student is attending high school somewhere, or is dual-enrolled and is in good standing with Chariton Schools, or has graduated high school and is under the age of 21, AND provides a form to CHS administration, signed by their high school administrator verifying they are/or were in good standing with the high school that they attend or attended.
6. Students who have dropped out of school, are homeschooled, or are virtual students, will not be allowed to attend high school dances. Students or guests who have a drug related or other criminal offense or serious misdemeanor (or greater charge), will not be allowed to attend dances.
7. Underclassmen (Freshmen & Sophomores) who are the guest of a Junior, a Senior, or a Sophomore prom server may attend prom.

Drop-Outs, Home Schooling, Transfers, and Open Enrollment

Students who have indicated they are dropping out of school, home schooling or transferring to another school must have a parent notify the guidance office to make proper arrangements with the guidance counselor. No transcript will be forwarded to another school until the student has properly checked out of this school.

Dual Enrollment: Students who intend to dual enroll with the school district to participate in an extra-curricular activity must register with the school district and complete Form A by September 1st of that school year in order to be eligible to compete in the activity.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment at the district office and be aware of the deadlines associated with open enrollment.

Special Help Services: If the school feels it would be beneficial for a student to receive short term assistance or services from AEA or local special education instructors the parent will be notified and assistance or services will not be provided until the parent agrees to such assistance or services.

Student Publications: Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Names shall be attached to all editorials printed in school publications. Copies of the school district publication code can be obtained from the superintendent’s office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is: Obscene; Libelous; Slanderous; or encourages students to:

- Commit unlawful acts;
- Violate school district policies, rules or regulations;
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere;
- or infringe upon the rights of others
- Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Transportation: General bus transportation is provided for students on activity trips and transportation to school. Students are expected to act in a responsible way on the bus. Should a student cause discipline problems on a school bus, he/she may be removed from riding the bus. Students are expected to ride school transportation to and from school activities. For the protection of the student and school only the following exceptions will be granted:

- (1) Under unusual circumstances a student may use other transportation to an activity if they have received permission from the principal or athletic director prior to that activity. **Under no circumstances will a student be allowed to travel with another student.** Students who use other than school transportation without permission to an activity will not be allowed to participate.
- (2) The parent/guardian informs the coach or sponsor at the activity site that the student will be riding home with them.
- (3) The parent contacts the AD or principal and sends a written note stating the name of the **adult** who their child may ride home. The adult whose name is listed on the note must contact the coach or sponsor at the activity site. Students will not be allowed to ride with other students.

Trip Regulations

1. Students must be on time in order to ride school sponsored transportation.
2. Should a student cause a problem while on a school sponsored activity, the sponsor will call the parent and request the parent to come and get their child. If a parent cannot be located, the student will return to Chariton on the bus and disciplinary action will be taken as soon as possible
3. There will be no yelling or loud noise while moving through a town or city.
4. Windows are to remain closed while moving through a town or city.

Injuries: Students who are injured while at school will be taken to the office. The school nurse will be called to determine the extent of the injury. The nurse will call the parents if the injury requires emergency treatment. The school will take the student to the emergency room at the hospital for treatment and call the parents. Should the parents not want their child treated by anyone, they should contact the school before the first day of school.

Medication Guidelines: When a child must receive Medication during school hours, the following guidelines will be followed. In the matter of all medications, the Chariton Schools are governed, as are all schools in Iowa by the rulings of the Iowa State Department of Health. Medication will not be administered if the following steps are not followed.

Guidelines for giving medications at school:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A medication form must be signed by the physician and must request that a specific medication, in a specific amount, at a specific time be dispensed to a designated pupil by school personnel. The parent must also sign the request form.
3. The medication MUST be brought to school by the parent or other designated adult. This is for students in all grades and for the protection of the student, parent, and school.
4. The medication is kept in its current medication bottle (the last bottle received from pharmacist).
5. All controlled medications will be counted when brought in and documented on the medication form by school personnel.
6. The school personnel giving the medications will be certified to give medications at school.
7. The school personnel giving the medication will initial the medication form, if the medication is given as ordered by the physician, and will document on the form any medication not given and the reason why.
8. Parents will be notified when a dose is missed or for any other medication error.
9. On days when school is a late start, 8 a.m. doses normally administered at school WILL NOT be given. Parents will need to make arrangements for that dose to be given at home. Likewise, on days when school is out early, medication doses after that time WILL NOT be given.
10. At the end of the school year, any remaining medication will need to be picked up by an adult. If the medication is NOT picked up by the end of the last day of school, IT WILL BE DESTROYED.
11. Prescription medication will only be given when the request form for giving medication at school has been signed by the physician and parent.
12. Over the counter medications (non-aspirin) may be given if the medication form is filled out and signed by the parent. The medication must be age specific. We cannot give medication to children under 12 if the medicine is labeled "Not for children under 12", and if no child dosage is listed.
13. Forms for giving medicine at school may be obtained at the school offices or at the local doctor's office.

Nurse: The Chariton Community Schools enjoys the services of a school nurse. The nurse is not allowed to diagnose or treat illnesses, but to care for a bump, a bruise, a scratch or cut, or other injury that may occur. Since the nurse cannot be in all buildings at once, other personnel sometimes perform these services. In addition to comforting boys and girls, the nurse is a resource person that teachers can call on to assist them in teaching nutrition, cleanliness, dental care, basic safety and health rules.

Under the current blood pathogens guidelines, students will be taught how to clean any injuries to themselves in which blood is exposed. Only the nurse or designated personnel are allowed to care for students with blood exposure. Slivers and ticks will not be removed by school personnel. Instead, parents will be notified.

Policy/Procedure: Sending students home for health reasons.

1. Determine if student meets criteria to be sent home:
 - A. A fever of **100 degrees** or above.
 - B. Vomiting or bleeding profusely.
 - C. Subjective symptoms last longer than 30 minutes. Student would rather lie down than eat lunch or go to recess.
 - D. Student is too uncomfortable or distracting to remain in classroom (scratching, coughing).
 - E. Student is ill or injured and unable to do school work.
 - F. Student needs to see doctor.
 - G. Student may be contagious.
2. Notify parents (older student may make call with adult supervision). Notify first or second alternate if parent can't be reached.
3. If no adult caretaker can be reached, then student A: remains on cot, returns to class if able, or B: is transported to ER per ambulance if serious. School employees DO NOT transport sick or injured students.
4. Students waiting for transportation, wait in the Nurses office or office area until an adult comes to pick the student up.

It is necessary to have one or more emergency numbers on file in the school office. When parents cannot be reached, the child needs a place to go for care. In extreme emergencies when parents cannot be located, the school has the privilege of notifying the family physician or local hospital for immediate attention.

Physical Education Guidelines: Students that do not participate in physical education classes for a period of more than two consecutive classes must have an excuse from a physician. A parent may write two consecutive physical education excuses. The third excuse must be written by a physician stating the length of time the student is to be excused. The physician excuse must be submitted to the physical education teacher on the third physical education class day or the student must resume physical education or receive a failing mark. The physician excuse is valid for as long as ordered or the maximum time of one school year. The physical education excuse must be obtained yearly.

Physical Education Exemption: Other than being excused by a physician for health related instances that would physically prohibit a student from participating in physical education, the only time a student is academically exempt from taking physical education classes is when:

1. A student is in need of academic credits for graduation and would not graduate if they participated in PE rather than the class(es) required for graduation.
2. A student has a full academic course load of AP, PSEO, or weighted classes. (Administrator & Guidance Counselor will make final determination on a case by case basis.)

Chariton High School Alternative Program Guidelines

WELCOME

Welcome to the CHS Alternative Program. You are important to us because you have decided to complete your formal education. The path you are traveling will lead to personal satisfaction and productive citizenry.

You possess the ability to make important decisions and will be *expected* to function as a mature, responsible adult. In a very real way, you will be *accountable* for your academic achievement and for creating the team environment. This program is not intended to be an accelerated program, but rather provide the assistance to be successful in a unique setting. Your individualized coursework plan will provide the opportunity for successful attainment of your personal goals and aspirations.

The program's emphasis will be on academic achievement, personal/social growth and career development. All instruction is intended to move you toward greater personal and academic achievement. Your academic, personal, social, and vocational experiences will help you gain the competencies necessary for life in today's society. Your enrollment in this unique and innovative program is truly important.

MISSION STATEMENT

To provide a quality educational program in a caring and supportive environment so that all students can take ownership of and responsibility for earning their High School Diploma.

ADMISSION POLICY

Eligible CHS students *approved* by an administrator or counselor. Admission is based on available openings, previous educational history, and desire to complete the graduation requirements for a high school diploma.

Eligibility into the program include:

- Must be a Sophomore, Junior or Senior by age in high school.
- If you are a JUNIOR, you are attending the alternative school for credit recovery and will return for your Senior year to complete a minimum of 1 credit. Students enrolled in the alternative program as a Junior are not eligible for graduation until their Senior year.

ACADEMIC ACHIEVEMENT

Academic Credits will be given at the completion of each course. A minimum of 60% is required to pass; when this is not achieved, work will be redone until this level is achieved. A student *must* complete a minimum of 3 credits per quarter (9 weeks). Students who do not meet this requirement will be on academic probation the following quarter (9 weeks).

At the conclusion of the student's academic probation, if he/she fails to make up all incomplete credits from the previous quarter and the 3 credits in the following quarter (6 credits within the 18 week time period), the student will be *dropped* from the program. The student may apply to enroll for the next semester and will be accepted depending on his/her place on the waiting list.

ALTERNATIVE PROGRAM SCHEDULE

The school day will be divided into two sessions.

Session 1 Periods 2-4 (8:54 am - 11:39 am) and/or*

Session 2 Periods 5-7 (12:13 pm - 2:36 pm)

Students will be expected to adhere to additional CHS schedules' start/end times (e.g. Wednesday, 2-Hour, V-Berg, etc.).

* Seniors needing less than 12 credits to fulfill graduation requirements are eligible to choose to attend just one session block if they wish.

Absences - *Attendance is mandatory.* Students are allowed 10 absences in a semester. The 11th absence will result in the student being *dropped* from the alternative program for the remaining semester. The student may apply to enroll for the next semester and will be accepted depending on his/her place on the waiting list. All coursework that the student was working on, will also be dropped. The student will be required to start all coursework over again if readmitted.

Tardies - One minute late is tardy. 15 minutes late is an absence. *Three (3) tardies result in an absence.* A student who is habitually tardy (late to school and/or between periods) will be *dropped* from the program. The student may apply to enroll for the next semester and will be accepted depending on his/her place on the waiting list.

Students are expected to meet their weekly course completion percentage. Students may be required to make up course progress after school on Wednesday if they are not meeting their course completion percentage. Failure to attend the required Wednesday after school sessions will result in unexcused absence for the student.

ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES

Alternative program students will be scheduled to attend school for half of the school day, and must be enrolled in a minimum of 4 courses (at one time), during the semester in order to be eligible to participate in extra-curricular activities. The student must meet their weekly course completion percentage and meet the attendance requirements of the alternative program in order to remain eligible. If a student is dropped from the alternative program, the student will not be eligible to participate in the extra-curricular activity.

Students who have met the Core Diploma Requirements (40 cr.) and want to continue to participate in extra-curricular activities must continue to be enrolled in a minimum of 4 courses (at one time), during the semester to be eligible to participate in the extra-curricular activity. The student must meet their weekly course completion percentage and meet the attendance requirements of the alternative program to maintain eligibility.

Students who want to participate in baseball or softball must continue enrollment in the Alternative Program through the entire Spring Semester.

COMPLIANCE AGREEMENT

A compliance agreement will be signed by the student and the parent/guardian of the student upon admission into the program. The agreement states the following:

By signing this agreement, I acknowledge that I agree to comply with all the requirements for admission and to follow all policies set forth in the CHS handbook. I also agree to attend school on the agreed upon basis. I also agree to conduct myself in such a manner as to promote my own education and to promote the education of the other students who are attending class at the CHS Alternative Program.

I further acknowledge that failure to comply with the policies set forth in the CHS handbook or in this agreement can result in my removal from the program offered and therefore prevent graduation from high school.