

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

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent. If after the student is still truant, the principal will set-up mediation with the family.

The principal and superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Legal Reference: (Code of Iowa)

Approved: 08-14-18

Reviewed:

Revised:

Policy Title: Truancy-Unexcused Absences

Code No. 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: Iowa Code §§ 294.4; 299 (2013). 281 I.A.C. 12.3(4).

Approved: 01-10-18

Reviewed:

Revised:

Code No. 501.10R1

TRUANCY - UNEXCUSED ABSENCES REGULATION

A. Absences

1. Parents are expected to notify the school prior to 9:30 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.
2. Acceptable reasons for a student's absence from school are limited to the following:
 - a. religious observances;
 - b. extended illness, hospitalization or doctor's care;
 - c. death in the family or family emergency; and
 - d. court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

4. Suspensions from class in-school suspensions or out-of-school suspension will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the building principal.

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.

Code No. 501.10R1

TRUANCY - UNEXCUSED ABSENCES REGULATION

2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The building principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 15 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 5 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 5 day notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the school administrator will inform the parent/guardian of the student's status. The School Administrator will notify and schedule a meeting with the student and parent of the excessive absences and develop an attendance plan. The plan will be monitored by school administration.
- C. When student is absent from school/class 15 times during a given semester, student may lose credit.

III. Application of Sanctions

- A. Excessive absences will result in the following:
 1. If a student is absent 15 days from any given class, the student may be dropped from that class. The student will receive no credit for the class.
 2. If a student is absent 15 days in 4 or more individual classes, the student may be dropped from the regular school program and referred to Lakeside Alternative.

IV. Appeals

- A. First level of appeal

1. When notified that the student has missed 10 days, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.


Code No. 501.10R1

TRUANCY - UNEXCUSED ABSENCES REGULATION

2. When notified that the student has exceeded 15 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the superintendent within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Superintendent.
 3. Written appeals will be referred to the Superintendent
 4. The student will remain in the class or in school pending completion of the appeals process.
 5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The superintendent will consider the following in reaching a decision:
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;
 - c. extenuating circumstances particular to the student;
 - d. educational alternatives to removal from class or school; or
 - e. the total educational program for the individual student.
 6. The decision of the superintendent will be reached within three days of the hearing. The parent will be notified of the decision in writing.
- B. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Tardies (Morning Only)

 Being on time is an important life skill. It lets others know you value their time as well. When you are late, it jeopardizes the plans you all made and or creates more work on others. All classes begin at 8:10 at CLMS. If you have more than 5 tardies the following minutes will be made up as compensation for inconveniencing others.

5 tardies = 30 minutes

10 tardies = 1 hour

15 tardies = 1 hour

+15 tardies = 30 minutes each tardy after.

Attendance Requirement

Children who are residents of this district and who are in sufficient physical and mental health must attend an approved school full time until they reach the age of sixteen unless he/she meets one of the conditions of exception as provided by the Code of Iowa.

ARRIVAL

Plan not to get to school prior to 7:45 AM. If you arrive before that time, students are to remain in the south entryway until 7:30am. The faculty member in charge will release students at approximately 8:00 AM for classrooms and lockers. Students may go to the media center at 7:45 AM to work quietly or do research.


ASBESTOS MANAGEMENT PLAN

Asbestos Management Plan is located in the principal's office in the Middle school.

BAND AND CHORUS

We encourage students to participate in band and chorus. The Clear Lake Middle School has a sixth, seventh and an eighth grade band and chorus. Band and vocal lessons will be conducted for students as scheduled by the teacher. Band and chorus groups give evening concerts several times throughout the year. Band students participate in an individual and group contest in the spring. The directors may declare a student ineligible when that individual is in violation of these rules.

BICYCLE PROCEDURES

 Students may ride their bikes to and from school. Students are expected to park their bicycles in the area provided. It is recommended that each student provide a lock for their bicycle. The school is unable to assume any responsibility for loss, theft, or damage. No one shall ride another person's bicycle. Skateboards and rollerblades will not be permitted in the building.

BOOKS

Good care of books is each student's responsibility. When issued, the student's name should be written on the bookplate to help identify books when lost. The teacher will list any marked or torn pages or any excessive wear. .

BUILDING MAINTENANCE

Our school is public property and represents a tremendous investment of our parents and community. Let's help our custodians care for it properly. Acts of vandalism are punishable by Iowa law as well as school action and parent involvement. Students should expect to pay for the damage to the building for which they are responsible, either intentionally or through carelessness.

CHANGE OF ADDRESS

Parental and guardianship status must be reported to the office immediately when a change takes place. Students are requested to report to the principal's office whenever they have a change of address or telephone number.

CHILD FIND

The Clear Lake School District requests parent or guardian cooperation and assistance in identifying both gifted and special needs of students. Please contact the guidance office at 357-6114 for further information.


COMMUNICABLE DISEASE

The Clear Lake District's policy on communicable diseases, as it relates to Acquired Immune Deficiency Syndrome, Herpes Simplex, and cytomegalovirus, is on file in the superintendent's office and is open to any and all parents and students. This policy has been developed from the model policy and rules in Communicable Diseases and the Enrolled Student as published by the Department of Public Instruction in January of 1986.


COUNSELING SERVICES

The purpose of the Clear Lake counseling program is to assist all students with the development and attainment of their educational, career and personal goals as well as cultivating self-confidence for life-long learning. All students and parent/guardians should feel free to use the services of the school counselor.

DETENTION

 Students may be instructed to report early or stay after school by a teacher or by the office staff for make-up work, tardiness, or misconduct. Students who are to stay after school may be given a one day notice of this detention so they can make special arrangements for transportation home on the day of detention if they depend on a ride to get home, have appointments, or are needed for child care. Students may also be assigned to serve their detention time during lunch as deemed appropriate by the school official.

DISCIPLINE

 We maintain high expectations regarding the behavior of Clear Lake students. Students are expected to be in class on time with and ready for class. Students who use inappropriate behavior in the classroom, study hall, cafeteria, auditorium or hallways will be dealt with on an individual basis. **We don't maintain a large set of rules at Clear Lake Middle School. Students will be treated as being responsible until they show they cannot handle the privileges appropriately.** School activities will be conducted according to the level of responsibility displayed by the student body. For the school year to be successful, the real focus of success remains on students acting in a manner that maintains our behavior and achievement standards. More specific rules covering offenses are listed under School Board Policies and the Code of Conduct Policy.

DISMISSAL AND EXPULSION FOR VIOLATION OF REGULATIONS AND RULES: DUE PROCESS

The Superintendent or any principal may temporarily dismiss any student for violation of the regulations and rules and Discipline Policy of the School District and the Student Code of Conduct. Whenever the Superintendent or any principal deem the presence of a student detrimental to the best interests of the school, they may temporarily dismiss him/her and recommend to the Board of Education that such student be expelled. When a student is suspended, he/she shall be advised of his/her right to due process. A hearing will be held by the Board of Education within 10 days of the temporary dismissal with notice of time and place of hearing being made by phone or regular mail. At the hearing, the student, his/her parents or anyone he/she chooses to represent him/her may appear and present facts and statements, which are important.

DRESS CODE AND STUDENT APPEARANCE



Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a healthy school or work environment. Clothing and other apparel promoting products illegal for use by minors (drugs, alcohol, tobacco), clothing displaying obscene materials, sexual innuendo, profanity or reference to subversion and hats are not permitted. Shoes are required at all times. Sunglasses, hats, bandannas and other such headdresses are not to be worn unless there is a medical necessity.

The intent of our dress code is to encourage students to be mindful that school is their work environment. Like adults who have dress expectations per their job, appropriate dress at school should be thought of in this way, "Time and place". There is a time and place for all attire and knowing what's appropriate for any setting is a life/employability skill. In a public setting such as a school, not everyone shares the same sense of what is appropriate attire at school. Our approach is to help protect students from undue teasing or harassment as well as protecting our faculty and staff. The following attire is not appropriate for school.

- Pajama pants, tops or boxer shorts worn at school.
- Spaghetti strap tops.
- Midriff tops that readily expose skin.
- Sagging pants exposing underwear.
- Sleeveless shirts on boys.
- Exposed bra straps.

ELECTRONIC DEVICES



We prefer that they be left at home. We cannot be responsible for damaged or stolen devices. We are realistic and know that students will bring these to school. However, we are realistic and know that students will bring these devices. Students may use

their phone or device at the discretion of the teacher.

Consequences are as follows:

1. 1st offence – item is taken to the office and returned at the end of the day.
2. 2nd offence – item is taken to the office and student's parent /guardian need to pick it up.
3. 3rd offence – item is taken and the parents are notified that the student needs to check their electronics' in and out of the office for the rest of the year.

EMERGENCY SCHOOL CLOSING/BAD WEATHER

It might not be long until the first flakes start to fly. In the event of adverse weather, the district will more than likely need to make decisions of late starts, early dismissals, or school cancellations. If we do, you will be notified by Infinite Campus Messenger if you are signed up for this service on your parent portal page. You can also tune into the, following stations as announcements will be made on:

KGLO	1300 AM – Mason City
KLKK	103.7 FM – Mason City
KLSS	106.1 FM – Mason City
KCJY	95.5 FM – Mason City
KCMR	97.9 FM – Mason City
KIMT	Channel (3.1) – Mason City
KAAL	Channel (6.1) – Austin/Albert Lea, MN
KTTC	Channel (10.1) – Rochester, MN

Since numerous contacts need to be made, we ask that you please listen/watch for weather-related announcements rather than to call the school. Decisions will be made as quickly as possible when threatening weather is an issue. The safety of your children is our number one priority!

EXTRACURRICULAR ACTIVITIES

NOTE: ALL ATHLETES MUST HAVE A PHYSICAL FORM AND INSURANCE WAIVER TURNED INTO THE OFFICE BEFORE THEY CAN PARTICIPATE IN THE SPORT.

ELIGIBILITY AND GOOD CONDUCT REGULATIONS FOR PARTICIPATION IN MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES



The Clear Lake Board of Education, administration, and staff recognize the importance of the extra-curricular activities program. We believe these activities serve as a vital supplement to a student's academic program, and we encourage every student to become a part of at least one of the programs available. Students who participate in extra-curricular activities represent the community, the school and their peers, as well as themselves. Therefore, the following are standards for participation in all middle school extra-curricular activities.

1. **Students with a D- or lower will be declared ineligible for athletics and extra-curricular activities.** Students who are ineligible will remain so for a **minimum of 1 week from date of notification**, but can remove their ineligibility status at any time thereafter by demonstrating they have a D+ or higher in all courses.
2. Students participating in middle school activities are expected to conduct themselves in a socially acceptable manner in the classroom. The principal or athletic director may declare a student ineligible for violation of the student code of conduct (Clear Lake Board Policy Code 502.3) at any time during the school year. Ineligibility earned because of a Class I violation in the Student Code of Conduct (503.7) will last anywhere from one week to

one semester depending on the severity of the violation and the number of times the student has violated the Good Conduct Policy.

3. A student representing the Clear Lake Middle School shall not use or possess tobacco products and/or consume, possess, acquire, deliver, sell, and/or transport alcohol or controlled substances. A student found in violation of the provision will be declared ineligible by the athletic director or building principal from representing our school until the athletic director or building principal re-instates the student's eligibility.
4. Activity participants are requested to and expected to make every reasonable attempt to attend all scheduled practices. Even though we have a no-cut policy in our middle school activity program, a student having more than two unexcused absences from practice for an activity will be subject to disciplinary action by the coach or sponsor.
5. An activity participant **will be present in school by 11:30 AM** of the day of an interscholastic event in order to be able to participate.
6. A student bringing either a doctor's or a parent's excuse from physical education class on a given day because of incomplete recovery from an illness or some other concern for the student's health will not be able to participate in either an athletic practice or a game/meet activity on that same day.

FEES

Book Fee	\$ 50.00
Towel Fee	\$ 5.00
Middle School Band Fee	
6 th grade	\$ 4.00
7 th grade	\$ 12.00
8 th grade	\$ 12.00
Instrument Rental	\$ 50.00
Drummer Fee	\$ 10.00
Lunch	\$ 2.90
Extra entrée	\$ 1.35
Breakfast	\$ 1.75
Activity Ticket	
6 th Grade	\$ 35.00
7 th Grade	\$ 45.00
8 th Grade	\$ 45.00

FIRE AND TORNADO / DISASTER EMERGENCIES

A continuous blast of the fire horn will signal a fire alarm. When the alarm sounds, everyone will vacate the building immediately, (Directions for fire drills are posted by the door in each room). Be sure that all windows and doors are closed and all lights off. Do not run, but move as rapidly as possible. Do not talk. The first two persons to an exit will hold the doors open until all persons are out, then close the doors. After leaving an exit, proceed quickly to a safe distance from the building. Follow the directions of the teacher in charge. The door in each room posts directions for tornado/disaster emergencies. During a tornado/disaster emergency, students are to proceed to the designated shelter areas as quickly as possible. Do not run. Do not talk; in order to hear further directions from the teacher in charge.

OFFICE REFERRALS

DUTIES OF THE REFERRING TEACHER

1. Call the office to inform them that a student is being sent out of class.
2. The teacher will email the office within 45 minutes from the time the student is referred to the office with a description of what occurred.
3. A telephone contact to a parent/guardian on the day of the incident or the following school day.

STUDENT EXPECTATIONS


1. Do school work or read a book.
2. Remain seated quietly at all times.
3. If the student does not report to the office, an in-school suspension will be earned.
4. Students will report to their next class following a conference with the principal and a plan is in place to improve behavior.

Office referrals are only to be used when the student behavior is at the point that it takes away from the learning in the classroom, all other options have been used and/or the student has disregarded a bottom line issue. The process in place is used to help reinforce expectations and allow the student an opportunity to take ownership in their own behavior and set a positive plan of action to be successful in the future. Successful communication between the teacher, student and parents is an important step in fostering and maintaining productive work habits in the classroom.

GIFTS, BALLOONS, AND FLOWERS

We discourage the delivery of gifts, flowers, and balloons to the Middle School office for students. If you wish to honor a student in this way, please have these items delivered to their home. **The CLMS attempts to maintain a latex free environment.**

GUM, CANDY, and TREATS


 The Clear Lake School District has a policy that requires all treats be purchased from a store and brought to school in the original store package. We are not allowed to serve homemade treats. We discourage gum chewing and candy because of the custodial problem it creates. Individual teachers may allow it. It is *the responsibility of the student to dispose of the gum in the wastebaskets. It is a privilege that can be denied*

HALL CONDUCT

Pass through the halls quietly. Students should keep to the right when in the halls. Avoid walking in large groups, which stops hall traffic and help keep halls clean and free from trash. Three minutes are provided between each class for passing time and students are encouraged to use this time responsibly to get to their next class.

HOMEWORK / GRADE POSTING

The CLMS attempts to keep homework at reasonable levels as deemed appropriate by the classroom teacher. Some periods of time will require more homework than others such as projects, assignments and class work vary throughout the year. The most current grades will be posted on **Thursday of each week.**

 Students will be given two days to complete work if absent from school for one day. Students may have an additional day for each day absent to complete missing work because of absences. However, all missing work because of absences will need to be completed within one week following the end of each semester.


HUMAN GROWTH AND DEVELOPMENT

According to Iowa code Section 279.50, "Each school board shall provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, inter-personal relationships, and acquired immune deficiency syndrome as required in section 256.11, in grades one through twelve." Also, parents are to be provided with information about the curriculum and a procedure for inspecting the instructional materials prior to their use in their student's classroom. Therefore, Middle School parents will be receiving written notice by mail explaining the curriculum and giving you an opportunity to examine the materials. The various prescribed units are taught in physical education, family living classes or guidance classes. The Clear Lake Education policy specifies the procedure parents are to follow if they do not want their student to participate in the human growth and development units.

IDENTIFYING AND REPORTING CHILD ABUSE

Any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child shall report the suspected abuse verbally and in a confidential manner to the Department of Human Services (DHS). Persons with questions or concerns related to possible other violations of the law as it relates to child abuse within the school should contact the child abuse investigator Janelle Ham at 357-6114

INITIATIONS, HAZING, BULLYING OR HARASSMENT

 Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ Tell a teacher, counselor or principal; and
 - Complete a bullying/ harassment form located in the office ;
 - what, when and where it happened
 - who was involved;
 - exactly what was said or what the harasser or bully did

- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; demeaning jokes, stories or activities.


LEARNING COMMONS (LC)

The media center is open daily from 7:45 AM to 3:15 PM and provides books, magazines, newspapers, and audio-visual material for both study and recreational needs. During the school day, students are scheduled into the media center for a study hall providing regular access to the materials.


LEAVING SCHOOL

1. No student, at any time, should leave the building without first checking with the office.
2. Students will not be sent home without the office checking with a parent at home or work.
3. Leaving school without **ADVANCE PERMISSION** will be considered truancy and will be subject to disciplinary action.

LIFE THREATENING ALLERGIES

 Recognizing that students with life threatening allergies attend our school, the Clear Lake community School district will maintain a system-wide emergency plan for addressing life threatening allergic reactions and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the principal of the school in writing that the student(s) has a potentially life threatening allergy. Further, the District will utilize procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

LOCKERS

 **Lockers remain the property of the school** and are provided to students without charge. The school principal or other designated faculty members are authorized to open lockers and to examine their contents including personal belongings of students when seen as a threat to safety, health or welfare of students, or include stolen property. Each student is assigned a locker. Trading lockers is not permitted. Students are expected to keep lockers in neat condition, to keep them locked, and not to disclose lock combinations to other students. Students are advised not to leave money and/or valuables in lockers. Report losses and vandalism to the office immediately.

LOST AND FOUND

Students should make every effort to look after their belongings. If you find an item, it should be taken to the office. If you lose any item, please check in the lost and found rack and ask in the office.

LUNCHROOM AND HOT LUNCH GUIDELINES COMPUTERIZED MEAL SYSTEM

Every student and staff member is assigned an ID number to use when going through the lunch line to purchase meals. This system functions off family accounts. Instead of purchasing tickets, families deposit money into a family based account. All family members eating meals at any of Clear Lake's schools draw off the same account. This is a prepayment program, not a credit system. To make a deposit to your account, either drop off a check at your child's school or mail a check or money order to the Administrative office: 1529 3rd Ave. N, Clear Lake, IA 50428. Lunch accounts may also be paid through our district website with a user id and login using the PayPal system. To set up your online account or for further questions, please call 357-5288 to ask for Misty Binstock. Please do not call the schools; they do not have account information. Students can obtain their balance when going through the lunch line.

LUNCHROOM GUIDELINES

Our cafeteria is operated as a non-profit organization. The cost of the meals is actually more than what is charged and are supported by the state/federal government. We are not allowed to charge or give meals away. A sack lunch or non-school prepared lunches may be brought and eaten in the cafeteria at the designated tables. Milk is for sale to supplement sack lunches.

When you're finished eating lunch, return your tray and silverware to the return window, first discarding paper refuse in the containers provided. A broom, dustpan, and wet mop are available if an accident occurs. Please clean up your accidental messes as soon as possible. The adult supervisor will assist you to find the proper clean-up materials.

LUNCH WITH PARENTS

Parents may take their students out of the building for lunch. Students will only be allowed to leave WITH THEIR PARENTS/GUARDIANS. Students will not be allowed to leave with other parents. We allow 25 minutes daily for lunchtime.



MAKE-UP HOMEWORK POLICY

1. Students returning to school from absences are to complete assigned make-up work **within two days for a single day** absence. For absences involving more than one day, the work will be completed within two days for the first day's absence plus one school day for each additional day's absence.
2. It will be the responsibility of students who have been or who will be absent to contact their instructors regarding required make-up work assignments. It will then be the student's responsibility to complete and to turn in those make-up work assignments within the time given.
3. Before the absence, students who are aware in advance they will leave school during the day and/or will miss one or more classes to participate in any school activity (athletic contests, student council meeting/activities, band lessons, etc.) are to contact the teachers of the classes they will miss to obtain assigned work. Work due the day of the absence is to be turned in on the due date. Work assigned on the day of the absence will be due on the regular due date established by the teacher. It is the responsibility of the student to contact the involved teacher(s) and turn in the work prior to missing the class(es).
4. Students who turn in make-up work later than would be indicated by the specified time frame may lose score or grade points on the work as a penalty for exceeding the time deadline.

PARENT-TEACHER CONFERENCES

Scheduled parent-teacher conferences are planned for twice during the school year. Such conferences are held in the Fall and Spring.

Primary basis for discussion at conferences is usually student progress based on the report card or midterm issued at that time. Though conferences are scheduled formally on a twice-yearly basis, both parents and students are encouraged to check their parent/student portal regularly and address any concerns to teachers as needed.

PROGRESS REPORTS

CLMS is a on a trimester (12 weeks) schedule. Therefore, progress reports are available on Infinite Campus Portal approximately every 6 weeks.

PROMOTION POLICY

Minimum criteria a student must meet in order to receive a passing grade (D-) in all course include:

1. The student must attend the class regularly.
2. The student may not habitually or consistently interfere with the right of the teacher to teach and rights and the opportunities of classmates to learn.
3. The student must produce an observable work product by participating in oral classroom activities, and do assignments at an acceptable level. Assignments must be turned in on time.
4. The student must show through his/her behaviors that effort is being made to do the assignments.

A student not meeting the criteria above will be subject to a review by the grade level teaching team, counselor, and administration.


The review committee will consider the following circumstances:

1. Ability/academic capabilities;
2. Academic record;
3. Attendance record;
4. Possible special learning need;
5. Age;
6. Previous retention;
7. Attitude and motivation of the student;
8. Consideration of relative merit of holding a student at the same instructional level for another year; and
9. Parental request/petition for or against their student being retained.

The review committee may recommend one or more of the following requirements, which may be met before a student will be promoted to the next grade, level:

1. Testing for placement in the special needs program if indicated;
2. Professional tutoring;
3. Professional counseling;
4. Other appropriate remedial instruction or special services;
5. Repetition of the entire grade level;
6. Promotion to the next instructional level with letters placed in the cumulative folders and sent to parents indicating the student has not successfully completed the academic work at that level but there is nothing in the overall records which would indicate retention would result in significant improvement;
7. Promotion because of strong parental objection to retention.

REPORT CARDS / REPORTING PERIODS

 As one way to utilize student issued iPads and communicate with parents, report cards/grades will be available electronically. All students have access to Infinite Campus and their grades on their iPad. Parents are encouraged to contact their student's teacher anytime they have a question regarding their student's grade. Grading periods are scheduled regularly during the school year every 6 weeks. First and second trimester report cards will be sent home with the students. Final report cards will be mailed home at the end of the third trimester. The office is happy to print grades for an individual student upon parent request at any time during the school year.

SCHEDULE CHANGES

Band and Choir may be added or dropped **before the first five days** of the new school year or **before the last day of the first trimester**. Note: if a performance is scheduled near to the drop date, students must participate in the performance prior to dropping.

There are only two ways to obtain CONSIDERATION for a schedule change:

1. Parent or guardian sign request on a drop form available in the middle school office.
2. Teacher request.

SCHOOL HEALTH SERVICES

The school nurse is responsible for all school health services. The nurse administers first aid and counsels with students on personal health problems. She consults with the school staff whenever student health concerns may affect their educational performance.

Students becoming ill at school are to report to the office. If the nurse is not available the office staff will attempt to address the student's concerns and contact the school nurse if necessary. Students will not be sent home without prior parent approval.

Iowa law forbids the dispensing of ANY medication by school personnel without the written permission of the student's physician or parent/guardian. Prescription medication to be administered at school must be brought to school in its original container with the pharmacy label. Over-the-counter medication must come in the original labeled container. All medication requires a permission form signed by the parent.

Tylenol is only given when a parent signs the Tylenol Permission form.

SCHOOL SPIRIT

School spirit means that we have a loyalty to our school and to the people who function within the school. A loyal student supports the Clear Lake School through courtesy, pride, and good sportsmanship at all activities. A school system is always improving. With your support this improvement can be in a very positive direction. You should do your utmost to keep your scholastic and activity standards at the highest possible level.

School spirit may be classified in three categories:

1. PRIDE-----in everything our school endeavors to accomplish and has accomplished.
2. COURTESY -----toward teachers, other school employees, officials at athletic events, and our fellow students.
3. SPORTSMANSHIP-----the ability to win or lose gracefully.

"Have respect for yourself...and realize that whatever you attempt to achieve in life is a direct reflection of you."

...Joe Green

SCHOOL SONG – LION FIGHT SONG

Can't you hear those Lions roar,

*Can't you hear those Lions roar,
Can't you hear those Lions everywhere,
As they score and score some more.
Can't you hear those Lions roar,
Their loud and mighty roar,
So fight Lions,
FIGHT, FIGHT, FIGHT!
Can't you hear those Lions,
Hear those Lions,
Hear those Lions roar!*

School colors: Black and Gold
Our Mascot: LION

SEARCH AND SEIZURE



All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, or work areas or under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, to promote the educational environment and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband objects that generally cause material and substantial disruption to the school environment or present a threat to the health, safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

STAFF AUTHORITY

All school employees share responsibility for the operation of the school. Teachers, custodians, bus drivers, cooks, secretaries, special education aides, associates, and substitute teachers are authorized to issue directions to a student. Staff personnel should be addressed as Miss, Mrs., Ms., or Mr., as may apply.

STUDENT CODE OF CONDUCT; REGULATIONS

Policy Title Student Code of Conduct:

The policy of the Clear Lake Community School Board of Education and faculty is to provide the best education possible for the pupils in this district. One of the components necessary to attain this goal is good discipline. The school administration is charged with the responsibility of developing rules and regulations, subject to board approval, that will serve as guidelines for student behavior. Good citizenship requires common sense, self-discipline, respect for others and a willingness to work cooperatively with other pupils and adults. Every student has been given a policy titled, "Student Code of Conduct".

VIOLATIONS

1. Possession or use of alcoholic beverages on school property or coming to school under the influence of alcohol. Examples of being "under the influence of alcohol" include, but are not limited to the exhibition of one or more of the following: admission by the pupil, odor of alcoholic beverage on the breath or about the person, lack of coordination or motor faculties not attributable to a non-alcoholic origin, slurred speech not attributable to a non-alcoholic origin, weeping or aggressive or violent behavior not attributable to a non-alcoholic origin.
2. Possession and/or use of drugs on school property or coming to school under the influence of drugs. Drugs, as used in this subparagraph, include any and all controlled substances as defined by Iowa law.
3. Sale and/or distribution of alcoholic beverages or drugs on school property.
4. Use of tobacco on school property.
5. Vandalism to school property. Vandalism is defined as damaging, defacing, alteration or destruction of tangible property when done by one who has no right to so act.
6. Entering upon property without permission of school official's trespass.
7. Chronic misbehavior.
8. Flagrant disobedience of school rules and regulations. It shall be deemed a flagrant violation of school rules if any person disturbs the peaceful academic environment of any other person by the use of blasphemous, slanderous, obscene or profane language; or by boisterous, lewd, offensive or violent acts of conduct toward any other person; or by failure to obey any lawful order, directive or request by an employee of the district.
9. Possession and/or use of weapons on school property.
10. Use and/or possession of firecrackers, fireworks or other environment-altering devices (such as smoke bombs) on school property.
11. Theft – the taking away of tangible or intangible personal property, including money, with intent to deprive the rightful owner of use, possession, ownership, or enjoyment of same.

PENALTIES FOR VIOLATIONS

Determination of Guilt Procedure: A student is found guilty if:

1. found so in a court of law
2. admits to violating one of the standards
3. witnessed breaking one of the standards by one or more staff members

4. accused upon signed, sworn testimony of one or more citizens of the community. This sworn statement must be made in writing at the appropriate principal's or athletic director's office within thirty days of said violation. After hearing the evidence, the principal will determine guilt or innocence.

A student who is found guilty of a violation by the evidence presented to the principal at a hearing held for the pupil will be subject to the following penalties:

1. For use and/or possession of alcoholic beverages or drugs on school property or coming to school under the influence (as outlined in violations):
 - a. First offense
Immediate suspension from school for remainder of day upon notification of parent/guardian
AND
2 day in-school suspension and an assessment by a counselor from a certified chemical dependency facility
If the assessment and recommendations of the counselor are not completed, the principal will recommend expulsion
 - b. Second offense
Immediate suspension from school upon notification of parent/guardian
AND
In-patient evaluation at a certified chemical dependency facility
If the evaluation and recommendations to the counselor are not completed, the principal will recommend expulsion.
2. For sale and/or distribution of alcoholic beverages or drugs on school property (as outlined in Violations):
 - a. First offense
Immediate suspension from school upon notification of parent/guardian
AND
Recommendation for expulsion and proper legal action taken.
3. For use of tobacco on school property (as outlined in Violations):
 - a. First offense
1 day in-school suspension
 - b. Second offense
3 day in-school suspension
 - c. Third offense
Immediate suspension from school upon notification of parent/guardian
AND
Recommendation for expulsion.
4. For vandalism to school property:
 - a. First offense
Suspension and/or other appropriate action at discretion of principal
 - b. Second offense
Suspension and/or other appropriate action at discretion of principal
AND
Recommendation for expulsion.
 - c. In all cases the student shall reimburse the district the fair and reasonable costs of the damages occasioned by the act of the student. A student acting in concert with others shall be solely and individually responsible for all damages whether caused by said student or by the student acting in concert with others.
5. For entering property without permission of school officials (trespass), for possession and/or use of weapons on school property and for the use and/or possession of firecrackers, fireworks or other environment-altering devices which make use of light smoke or noise on school property.
 - a. The cost of all damages sustained by school property
AND
Suspension and/or other appropriate action at the discretion of the principal.
NOTE: In cases involving illegal acts, the district reserves the right to contact the appropriate law enforcement officials.
6. For chronic misbehavior and flagrant disobedience of school rules and regulations (as outlined in Violations):
 - a. First offense
Suspension and/or other appropriate action at the discretion of the principal.
 - b. Second offense
Suspension and/or other appropriate action at discretion of principal
AND/OR
Recommendation for expulsion.
7. For theft (as outlined in Violations):
 - a. First offense
Suspension and/or other appropriate action at discretion of principal.
 - b. Second offense
Suspension and/or other appropriate action at discretion of principal
AND
Restitution to victim,
AND/OR
Recommendation for expulsion,
AND/OR
Referral to juvenile authorities.

NOTE: In cases involving illegal acts, the principal reserves the right to contact law enforcement officials.

STUDENT RECORDS

ACCESS TO SCHOOL RECORDS


Student cumulative files contain confidential information and access is, therefore, restricted. Persons who have authorized access to an individual student file include:

1. Persons having legal custody of the subject. This includes parents unless legal action has terminated parent rights.
2. The subject, if of age, 18 years or older.
3. Persons having a valid educational interest and responsibility for the subject. This includes appropriate representatives of the local school district, the Area Education Agency and the Iowa Department of Education including personnel from the Rehabilitation and Education Service Branch (Vocational Rehabilitation).
4. Persons who are named on a valid authorization to exchange information or who represent an agency so named.
5. Person assigned responsibility for maintenance of updated, accurate files, such as the AEA student record clerk and special education secretarial staff.

PERSONNEL WITH ACCESS TO RECORDS: Any or all of the following people will have access to the student's records for a legitimate education purpose. Any review of the supportive service record will be recorded on the log sheet inside the cumulative file.

Superintendent of Schools:	Doug Gee
Principal:	Robert Mondt
Counselor:	Janelle Ham
School Nurse:	Bethany Hythecker/Kelly Myers
Secretary:	Lisa Lacey
Classroom Teacher(s):	(See student's schedule)
Special Education Teachers:	Angie Garman, Lisa Barillas, Sheri Meeks, Connor Tomke
At Risk Coordinator:	Sara Puttmann
AEA School Psychologist:	Joyce Tempus/Pam Stephenson
AEA School Social Worker:	Joyce Tempus/Pam Stephenson
AEA Speech/Language Clinician:	Sarah Murty
AEA Special Education Consultant:	Joyce Tempus/Pam Stephenson
AEA Educational Audiologist:	Colette Sampson
AEA Adapted PE:	Shira Gabel
AEA OT:	Miriam Simpson

TARDY TO CLASS POLICY

 Tardiness shall be defined as not being in the assigned place by the time established for the class or activity. Written excused staff tardy passes will not be considered a tardy. It will be the responsibility of the tardy student to obtain the written excuse and present it to the teacher. No class time will be allowed to secure such excused passes. Students will take care of the infractions on that day or the next school day if bus transportation or previous commitments are a problem. Tardy students will be noted on Infinite Campus.


1. Consequences for being tardy will be determined by the classroom teacher or grade level team.
2. Tardiness to school will be tracked by the office. (See tardies p.2)

TECHNOLOGY POLICY

This policy establishes rules governing the use of the Clear Lake Community School District technology resources. The Clear Lake Community School District refers to the district as an entity, the Board of Directors, and all employees. Technology resources include but are not limited to district owned and /or provided: computers servers, network equipment, network access and associated network services, internet access, email service, and software. Access and use of the technology resources must be in accordance with and be guided by this policy.

The Clear Lake Community School District technology resources are for use by district employees, district students, and other approved users only. The Clear Lake Community School District's technology resources are neither a public service or a public forum. The use of the Clear Lake Community School District technology resources are for educational purposes only. A complete copy of the Clear Lake Community Schools Technology Policy is located on our web page.

TELEPHONES

 A telephone is available in the office for students to use for school related topics. A pay phone is available for all other uses and is located in the middle school commons. Cell phones are to be silenced or turned off and stored or kept out of sight during class time (8:10 am to 3:00 pm) to avoid disruptions to the classroom setting. If it is necessary for a student to use their cellphone during class they simply need to seek permission from school personnel. Teachers retain the authority to have a student or class turn in their phone(s) if and when needed.

TOBACCO / DRUGS / ALCOHOL


The use or possession of tobacco products, drugs and alcohol are not permitted in the school building, on school grounds, school buses, or at any school sponsored activity. Any student, who uses tobacco, drugs, or alcohol or has them in his/her possession, will be subject to school disciplinary actions as outlined in the Student Code of Conduct. Juvenile authorities at the Clear Lake Police Department will be contacted when a student has violated our school rules regarding the use and possession of tobacco, drugs or alcohol.

TRUANCY POLICY

Truancy is defined as a student's absence from school and/or classes without the knowledge and consent of parent(s) or guardian(s) and/or knowledge and consent of school authorities. If it is found that a student is truant then the student will earn before or after school detention or in school detention. Students who are habitually truant will be considered in violation of the Mandatory Attendance Code of Iowa, and will be referred to the magistrate court.

- 1st Truancy: 3 hours of time to make up.
- 2nd Truancy: 6 hours of time to make up and a letter sent to the County Attorney.
- 3rd Truancy: Full day of In-school suspension and a letter sent to the County Attorney.

VALUABLES

 Students are cautioned not to bring large amounts of money, radios, cameras or other items of value to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. Do not leave it in your locker.

VISITORS

Parents are always welcome to visit school. We encourage parents to come at any time and participate in as many school activities as they can. Visitors, parents and other guests are required to stop at the office and register before visiting the school premises. A visitors badge will be provided in the office and required to wear if in the building during school hours.

Students from other schools who are relatives or friends of Clear Lake Middle School students are not allowed to visit our school. Non CLMS students cause disruptions to the normal school day, plus if a problem occurs with the visitor, we have problems with accountability. For these reasons, non Clear Lake students are not allowed to attend classes.

WITHDRAWAL / TRANSFER PROCEDURE

Procedures for withdrawal or transfer are as follows:

PARENT AND/OR GUARDIAN;

1. Should advise the school office as soon as possible of impending withdrawal or transfer.

STUDENT;

1. Obtain appropriate withdrawal forms from the office,
2. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
3. Turn in completed forms to the office for final clearance.

RIGHT TO KNOW INFORMATION

STATEMENT OF GUIDING PRINCIPLES – CODE NO. 600

The Board of Education recognizes its obligation and duty to provide an educational program equally available to all young people of the School District. The Board of Education believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities and interests through a program that recognizes and provides for the individual differences of all children of the School District. Innovation and change, based upon thorough research, study and deliberation and evaluation shall be encouraged. The Board of Education believes that all children can achieve at high and equitable levels. Short-term and long-term objectives for the education program are established annually by the board. These objectives will reflect the results of the needs assessment, recommendation of the advisory committee, recommendations from the superintendent and changes in law. Annually, the board will report to the committee regarding progress toward the achievement of the goals and objectives of the education program.

MULTICULTURAL AND GENDER FAIR EQUITY EDUCATION OPPORTUNITY – CODE NO. 600.1

Students enrolled in the Clear Lake Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity, creed, or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants as well as provide an awareness of the rights, duties and responsibilities of each individual as

a member of a multicultural and nonsexist society. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women in society. Special emphasis is placed on Asian-Americans, African-Americans, American Indians, Hispanic Americans, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

This inquiries or complaints to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

- Federal Office: Director of Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to:

- Clear Lake Administrative Office, Title IX Compliance Officer, Clear Lake Community Schools, 1529 3rd Avenue North, Clear Lake, Iowa 50428 or by telephoning at (641) 357-2181.
- District Coordinator: Chris Murphy
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-5235
- E-mail: cmurphy@clearlakeschools.org

SPECIAL EDUCATION COORDINATOR

The coordinator will be responsible for the updating of the District Developed Service Delivery Plan. The coordinator will be the contact for district level concerns or issues involved with the district's Special Education plan.

- District Coordinator: Chris Murphy
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-5235
- E-mail: cmurphy@clearlakeschools.org

OPEN ENROLLMENT PATRON NOTIFICATION

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

Parents/guardians considering the use of open enrollment options to enroll their children in another public school district in the state of Iowa schools need to be aware of the following dates:

- March 1 – Last date for regular open enrollment requests for the upcoming school year.
- September 1 – Last date for open enrollment requests for entering Kindergarten students and those students falling under the "good cause" definition for the upcoming school year.

Students who open enroll and participate in sports may have to sit out for 90 school days.

For further details, contact the district office at 641-357-2181 or the Department of Education at 515-281-8582.

AFFIRMATIVE ACTION EQUAL EDUCATION OPPORTUNITY/SECTION 504/ADA/EQUITY – 400.1 CIVIL RIGHTS

The Clear Lake Community School District endorses and supports the concept of affirmative action. Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the School Board of Education, administration, and Iowa Department of Education for the position for which they apply. The District will provide equal employment opportunity and will not illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability in its employment and personnel practices. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position (involving contact with students) the school district will perform background checks. The district may determine on a case-by case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. The District will also provide a fair and supportive work environment for all employees regardless of race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability.

Inquiries or grievances related to this policy may be directed to the Superintendent of Schools at 1529 3rd Avenue North, Clear Lake, Iowa. Complaints of discrimination may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

- Coordinator: Doug Gee
- Address: 1529 3rd Avenue North
Clear Lake, IA 50428
- Phone: 641-357-2181
- E-mail: dgee@clearlakeschools.org

TALENTED AND GIFTED PROGRAM

The Talented and Gifted Program of the Clear Lake Community School District is designed to provide unique opportunities for students eligible to receive these services. Emphasis is placed on both the cognitive and affective realms of learning. Questions about the Talented and Gifted Program can be directed to:

- K-12 TAG Coordinator: Doug Gee
- Address: 1529 3rd Avenue North
Clear Lake, IA 50428
- Phone: 641-357-2181
- E-mail: dgee@clearlakeschools.org

HOMELESS CHILDREN

Definition: A homeless student is a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence.

- Children who individually or with a family accessed and are living in a public or private shelter or transitional housing project on a temporary basis.
- Children living with relatives or friends due to a loss of housing due to disasters, lack of employment, parents will not allow child to live at home, abandoned children, or similar situations.
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.
- Children living in a hotel/motel as their primary residence.
- Children who were homeless at any time during the school year.

If you are aware of homeless children in our communities or have any questions, please contact our designated coordinator:

- Homeless Coordinator: Sarah Puttmann, Student and Family Services Coordinator
- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: saputtmann@clearlakeschools.org

LIMITED ENGLISH PROFICIENCY

English Language Learning (ELL) students have unique needs in the area of language acquisition, not only in terms of social interaction and acceptance, but also for the mastery of the academic language necessary

to succeed in the school setting. The level of English language proficiency varies from student to student, as does the length of time it takes for a student to reach proficiency in the English language. (For some students, it may take as long as seven to ten years to achieve true proficiency with regards to academic language). **As a district, we are aware of this and are prepared to provide these students with the assistance, support and instruction needed to achieve proficiency.** Questions pertaining to ELL students should be directed to:

- ELL Coordinator: Sally Duesenberg
- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: sduesenberg@clearlakeschools.org

MIGRANT LIAISON. We need to name someone in the district who will be responsible for fulfilling the following duties: Ensuring the Migrant Education Parent forms are included in registration packets, assisting parents in completing the form, gathering, scanning, and emailing the forms to identification and recruitment coordinator Alex Johnson, alex.johnson@iowa.gov.

- Migrant Liaison: Sally Duesenberg
- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: sduesenberg@clearlakeschools.org

CONFIDENTIAL STUDENT RECORDS – CODE NO. 505.1

Board Policy 505.1 “Access to Confidential Student Records,” states that “Student records are reviewed and inappropriate materials removed annually.” Reviews will automatically occur when a student moves from Elementary School to Middle School and from Middle School to the Senior High School and when a student transfers out of the district. Those records not of permanent importance are destroyed annually at the beginning of the next school year or after graduation or discontinued attendance.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

As directed by Chapter 102 of the Iowa Code, the Clear Lake Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees, mistreatment, abuse or inappropriate actions by students or adults to other students or adults.

Categories of abuse are the following:

1. Physical abuse by intentional infliction or injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

Level 1 Investigator- Sarah Puttmann and Bethany Hythecker

LIFE THREATENING ALLERGIES - CODE NO. 504.13

Recognizing that students with life threatening allergies attend our school, the Clear Lake Community School District will maintain a system-wide emergency plan for addressing life threatening allergic reactions and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the principal of the school in writing that the student(s) has a potentially life threatening allergy. Further, the District will utilize procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

PROCEDURE FOR IMPLEMENTING LIFE-THREATENING ALLERGY POLICY

1. Each student diagnosed with a life-threatening allergy and/or intolerance will be required to have their Health Care Provider (HCP) document the allergy/intolerance on the Disability/Medical Condition Statement for Foods Served through the School Nutrition Program form (504.13B)
2. The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, secretaries, associates, and other appropriate individuals and parents in classrooms where one or more students have a life threatening allergy. Based on the Health Care Provider's information, notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid.
3. There will be designated table(s) for students and adults that bring cold lunches. Food allergy students will sit at the hot lunch tables.
4. NO HOMEMADE TREATS OR FOOD ITEMS, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as

birthdays or holiday parties. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy.

5. Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades.

6. No items in the classroom will be stored in previously used food containers. (Peanut butter, jelly, or any other kind of jar).

Procedure for Implementing Life-Threatening Allergy Policy (cont.)

7. Visiting pets are prohibited in our schools. An exception will be made for service animals and approved classroom units involving animals as a part of a lesson or lessons.

8. Whenever students travel on field trips, during the school day, the School Nurse will review the EHP with the student's teacher(s). The Clear Lake Schools may restrict a child's participation in a field trip "due to safety reasons which may include a possible and/or unavoidable life threatening situation". Sack lunches will be purchased by the students through the school food service when required for a field trip. No other lunches will be allowed on the field trips.

9. The School Lunch Program Director will receive copies of the Disability/Medical Condition Statement for Foods Served through the School Nutrition Program for those students with a food allergy/intolerance and will follow the written recommendations of the HCP.

10. The Disability/Medical Condition Statement for Foods Served through the School Nutrition Program will be reviewed annually by the School Nurse with the student's parents and HCP.

11. The Clear Lake District will not allow any non-food allergen items in any building or property that may cause a life threatening situation. Medical documentation and an EHP are required. (ex: latex).

Internet, Safety, and Acceptable Use

INTERNET SAFETY & ACCEPTABLE USE - CODE NO. 602.14

Internet is a collection of thousands of interconnected computer networks involving millions of users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure. The smooth operation of the network relies upon the proper conduct of users who must adhere to strict guidelines which require efficient, ethical and legal utilization of the network resources.

RESPONSIBILITY FOR INTERNET APPROPRIATE USE

Internet service is provided to staff and students of Clear Lake Schools to enhance the academic environment and capacity for learning. The authority for appropriate use of Internet resources is delegated to the professionally trained and licensed staff employed by the school system. All staff will make every effort to guide and supervise students in the appropriate use of electronic resources.

INTERNET ACCESS

STAFF

1. The network is provided for staff to explore educational topics, conduct research, and communicate with others. Communications over the network are often public in nature and therefore general rules and standards for professional behavior and communications will apply.
 - a. Training in the proper and safe use of the Internet system (including proper online behavior in social networking websites, chat rooms, cyber bullying and response) will be provided to staff members who will then provide similar training to their students.
 - b. All staff must sign and return the "Internet User Agreement" form.
 - c. Electronic mail is not to be utilized to share confidential information.
 - d. Staff members are expected to practice appropriate use of the Internet and violations may result in discipline up to and including dismissal.

Legal Reference: Children's Internet Protection Act, 47 U.S.C. §§ 254(h). (2002)
Iowa Code §§ 279.8 (2011). Protecting Children in the 21st Century Act (2008).

Cross Reference: 502.1 & 502.1R Student Conduct 502.6 Student Bullying

Approved: 05-23-02 Reviewed: 06-27-11 Revised: 05-14-12

STUDENTS

The network is provided for students as a source of information and a vehicle of communication. Independent access is provided to students who act in a considerate and responsible manner.

Parental permission is required for minors (under 18 years of age). Access entails responsibility and is a privilege, not a right. Student usage of the internet is subject to monitoring by authorized staff.

1. Internet access carries with it the potential to encounter information that may not be appropriate for students. On a global network, however, it is impossible to control all materials. Because information appears, disappears and changes it is not possible to predict or control what students may locate. The school district will continue to install Internet filter software, which will help block inappropriate sites, obscene material, pornography, or any material deemed harmful to minors in accordance with the Children's Internet Protection Act.
 - a. Cyberbullying or harassment of others by electronic communications is considered a disruption of the academic environment and, as such, it is not appropriate to originate or share such communications.
 - b. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 - c. Parental authorization for student internet usage is automatically given upon registration in the Clear Lake Community School District unless the registration form is marked to deny such access.
 - d. The Clear Lake Community School District supports and respects each family's right to decide whether or not to apply for independent access for their children.

SERVICES

The Clear Lake Community School District makes no guarantees, whether expressed or implied, for the service it is providing and will it be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Clear Lake Community School District denies any responsibility for the accuracy or quality of information obtained through Internet services.

INTERNET SAFETY & ACCEPTABLE USE REGULATION - CODE NO. 602.14R - ALL USERS

1. The Clear Lake Community School District reserves the right to access stored files. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. After notification to users, network supervisors may periodically clean out old accounts.
2. Users will accept responsibility for reporting any misuse of the network to the network supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues.
3. Users should not use another individual's account without written permission from that individual.
4. Intentional access or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobby is prohibited.
5. If a user gains access to any service via the Internet which has a cost involved, the Clear Lake Community School District will not be responsible for those costs. Responsibility for payment lies with the user (if 18 years or over) or with the user's parent or guardian (if under 18 years).
6. Users are forbidden from intentionally damaging or gaining unauthorized access to computers, computer systems, or computer networks.

Legal Reference: Children's Internet Protection Act, 47 U.S.C. §§ 254(h).

Iowa Code §§ 279.8 (2011). - Approved: 05-23-02 Reviewed: 06-27-11 Revised:

Policy Title: Internet Safety & Acceptable Use Regulation Code No. 602.14R

NETWORK ETIQUETTE

1. Users of the Internet may be allowed access to other networks which have their own sets of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Users should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Only remain on the system long enough to get needed information.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communications.
 - e. Use appropriate communication – do not swear, use vulgarities or other inappropriate language, symbols or graphics.
 - f. Do not reveal anyone's personal address or phone number.
 - g. Be brief in your messages.

- h. Use accurate and descriptive titles for your articles.
 - i. Do not use the network in such a way that would disrupt the use of the network by others.
 - j. Delete unwanted messages immediately.
 - k. Always sign your name to messages.
 - l. Read and act only on your own mail.
 - m. Do not use others' passwords.
 - n. Do not trespass in others' folders, work or files.
 - o. Do not harass, insult or attack others.
3. Messages relating to or in support of illegal activities may be reported to law enforcement agencies.
 4. The network shall not be used for personal financial or commercial gain.
 5. Activity which interferes with the academic atmosphere of the school (e.g. cyberbullying) is not allowed.

CONSEQUENCES

1. Inappropriate use of the Internet will result in cancellation of the privilege to use the network. The network supervisor will deem what is inappropriate use and may close an account at any time as required.
2. Any user who attempts to log-on to the Internet using an administrative account may be denied access to the Internet.
3. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as destruction of equipment or any malicious attempt to harm or destroy data of another user, Internet, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading, downloading or creation of computer viruses. The user will also be responsible for payment of all damages incurred.
5. Additional disciplinary action may be determined at the building level in line with existing practice.
6. When applicable, law enforcement agencies may be involved.
7. Due process will be followed as outlined in board policy under the Student Good Conduct Code Policy (Ref. No. 502.1 & 502.1R).

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Bullying and Harassment Policy

STUDENT BULLYING AND HARASSMENT CODE NO. 502.6

The 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, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school district. Bullying and harassment include student-to-student, student-to-staff, staff-to-student, and staff-to-staff.

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

This policy is in effect while students or employees are on property within the jurisdiction of the 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 which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

Harassment and bullying as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

STUDENT BULLYING AND HARASSMENT CODE NO. 502.6 (CONT.)

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

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

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

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

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

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

The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.