

# **CAM Jr./Sr. High School**



## **Parent-Student Handbook 2024-2025**

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

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# CAM 2024-2025 School Calendar

Summary of Calendar:  
 Days/Hrs. in classroom: .....  
 First Semester..... 93/586.5  
 Second Semester..... 86/539.0  
**TOTAL DAYS/HRS .....179/1125.5**

## CALENDAR LEGEND

- Begin
- Quarter
- P/T Conf.
- Holidays
- Vacation Days

Does not include Professional Development days/hours.

### HOLIDAYS:

- Labor Day (9/2)
- Thanksgiving Day (11/28)
- Christmas Day (12/25)
- New Year's Day (1/1)

Days in the Classroom 177  
 Conferences 2  
 Professional Dev. 7  
 Paid Holidays 4  
 Teacher Contract Days 190

- Every Wednesday will be a 1 hour early out for staff development. Starting August 28, 2024
- Make up days will be added to the end of the school year.

August 2024					Student Days/Hours	
M	T	W	Th	F		
19	20	21	22	23	1	6.5
26	27	28	29	30	6	38
<b>September 2024</b>						
2	3	4	5	6	10	63
9	10	11	12	13	15	94.5
16	17	18	19	20	20	126
23	24	25	26	27	25	157.5
30					26	164
<b>October 2024</b>						
	1	2	3	4	30	189
7	8	9	10	11	35	220.5
14	15	16	17	18	40	252
21	22	23	24	25	45	283.5
28	29	30	31		49	308.5
<b>November 2024</b>						
				1	50	315
4	5	6	7	8	55	346.5
11	12	13	14	15	60	378
18	19	20	21	22	65	409.5
25	26	27	28	29	67	422.5
<b>December 2024</b>						
2	3	4	5	6	72	454
9	10	11	12	13	77	485.5
16	17	18	19	20	82	517
23	24	25	26	27		
30	31					
<b>January 2025</b>						
		1	2	3	83	523.5
6	7	8	9	10	88	555
13	14	15	16	17	93	586.5
20	21	22	23	24	4	25
27	28	29	30	31	9	56.5
<b>February 2025</b>						
3	4	5	6	7	14	88
10	11	12	13	14	19	119.5
17	18	19	20	21	23	144.5
24	25	26	27	28	28	176
<b>March 2025</b>						
3	4	5	6	7	33	207.5
10	11	12	13	14	38	239
17	18	19	20	21	43	270.5
24	25	26	27	28	48	302
31					49	308.5
<b>April 2025</b>						
	1	2	3	4	53	333.5
7	8	9	10	11	58	365
14	15	16	17	18	62	390
21	22	23	24	25	66	415
28	29	30			69	433.5
<b>May 2025</b>						
			1	2	71	446.5
5	6	7	8	9	76	478
12	13	14	15	16	81	509.5
19	20	21	22	23	86	539
26	27	28	29	30		
<b>June 2025</b>						
2	3	4	5	6		

### 180 Days/1080 Hours Calendar

- Aug. 16 New Teacher PD
- Aug. 19-22 Staff Inservice
- Aug. 23 Begin 1<sup>st</sup> Semester
- Sept. 2 Labor Day (No School)
- Oct. 24 P-T Conf. 1:00 to 9:00 P.M. 4 hr. Early
- Oct. 25 No School
- Oct. 25 End 1<sup>st</sup> Qtr. (45 days/283.5 hrs.)
- Nov. 27-29 Thanksgiving Holiday (No School)
- Dec. 23-Jan. 2 Winter Break (No School)
- Jan. 17 End 1st Semester (93 days/586.5hrs.)
- Jan. 20 Martin Luther King Day (No School)
- Jan. 21 Begin 2nd Semester
- Feb. 17 President's Day (No School)
- Mar. 27 P-T Conf. 1:00 to 9:00 P.M. 4 hr. Early
- Mar. 28 No School
- Mar. 28 End 3<sup>rd</sup> Qtr. (48 days/302 hrs.)
- Apr. 18-21 Spring Break (no school)
- May 26 Memorial Day
- May 23 End 2nd Semester (86 days/541.0hrs.)
- 2-hr Early Out Last Day of School
- May 27 Professional Development

# CAM Jr./Sr. High School Staff

## Administration:

Superintendent Mr. Paul Croghan  
Principal Mr. Barry Bower

## Teaching Staff:

Alternative School/AD Mr. Joe Wollum  
Jr./Sr. English Mrs. Sarah Becker  
English Mrs. Kathleen Fleming  
Math Mrs. Hilary Zimmerline  
Math Mrs. Theresa Taylor  
School Counselor Mrs. Lindsay Williams  
Librarian Mrs. Katie Geidel  
Spanish Ms. Marta Marin Estepa  
Jr/Sr Band Vocal Mr. Rick Nielsen  
Social Studies/Coach Mr. Luke Symonds  
Social Studies/Coach Mr. Ian Hunt  
Science/Speech Mrs. Manda Thomas  
Science Mr. David Hackbarth  
Industrial Arts Mr. Adam Warntjes  
Vo.Ag., FFA Advisor Ms. Maggie Chapman  
Digital Media/Coach Mr. Rick Taylor  
Resource Mrs. Haley Wollum  
Level III Resource/JH Resource Mrs. Leah Tokle  
PE/Health Mr. Tyler Merical  
PE/Health Mr. Taylor Hunt  
Art Mrs. Jessica Andersen

## Support Staff:

Administrative Secretary Mrs. Cheri Chester  
Librarian-aide Mrs. Lana Wessling  
High School Cook Mrs. Tami Williamson  
High School Cook Mrs. Sarah Paulsen  
High School Cook Mrs. Becky Lynds  
Paraeducator Mrs. Lisa Wittrock  
Paraeducator Mr. Kirk Kelloway  
Paraeducator Miss Sophia Hackbarth  
Paraeducator Mr. Cole Hackbarth  
Paraeducator Mrs. Stacey Platt  
Paraeducator Mrs. Jen Lung  
Paraeducator Mrs. Shelli Namanny  
Paraeducator Mrs. Alicia Moorman-Spencer  
Paraeducator Mrs. Sierra Boots  
Paraeducator Miss Kylie Chandler  
Custodian Mr. Travis Dorsey  
Building and Grounds Mr. Brian Crees

# Academics



## **CAM Jr./Sr. High School 2024-2025**

### **Mission of the CAM Community School District**

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## **I. COURSE INFORMATION**

a. Course Changes: After the first 3 days of the start of the semester, changes in a student's class schedule will require the permission of the parents, classroom teachers, principal and the counselor. At the end of first semester, leaving a yearlong course will require a signature from the counselor, classroom teacher, parents and there must be a meeting with the teacher, student and parents. Yearlong courses are defined in the high school course handbook. There will be no schedule changes for 7th and 8th grade unless approved by the Jr/Sr High School Principal.

b. Registration Procedure: Students are required to discuss their schedules with their parents. Each student must meet with their homeroom teacher and the counselor to complete registration. 2 Days after the first day of school will be set for "Final" schedule changes. After that date, changes will be granted only by approval of the Principal for sound academic reasons that are demonstrated by the family of the student involved.

c. Procedure for Transfer Credits: Students transferring to CAM High School are expected to work for graduation requirements of the CAM High School. Credit will be transferred for all passing courses at previous schools attended and the type of schedule will be considered. Future schedules will be set up assuming the student will graduate from CAM High School and the coursework taken previously.

d. With transfer students only: In case of incomplete work, partial credit will be issued, i.e. one quarter's work will result in one-half of a semester's work. Mid-year transfers will be placed in current year requirements, if possible. Credit will be awarded for the part of the year completed. State requirements will be completed as soon as possible.

## **II. CUMULATIVE RECORDS**

Cumulative records may be maintained separate from permanent records in the office.

## **III. GRADING SYSTEM**

Letter grades are given at the close of each quarter of schoolwork and averaged at semester. Eligibility is figured at mid-term, the end of each quarter and the end of the grading period. Grades used by teachers have the following values:

100-96=A	95-92=A-	91-89=B+
88-86=B	85-83=B-	82-79=C+
78-75=C	74-73=C-	72-70=D+
69-67=D	66-65=D-	64 or below=F

a. Numerical equivalents of letter grades:

A.....	4.0	B-.....	2.67	D+.....	1.33
A-.....	3.67	C+.....	2.33	D.....	1.0
B+.....	3.33	C.....	2.00	D-.....	0.67
B.....	3.0	C-.....	1.67	F.....	0.0

b. Scholarship applications: A student may use the higher of grade point averages using all A, B, C, D, F grades with the corresponding number equivalent or A, A-, B+, B-, etc. also with the corresponding number equivalent. Ex. The student with all A's and two A-'s will be able to use a 4.0 grade point when applying for a scholarship. Class rank will still be determined by using +'s and -'s when appropriate. Any questions, please see the principal or guidance counselor.

c. Incomplete grades: One week is allowed to make up an incomplete grade at the end of a quarter or mid-term. (Exceptions may be made for long-term illness.) This time is given from the end of the grading period. After one week's time, the grade is recorded as an F. Teachers are responsible for notifying students with an incomplete grade and letting them know what they need to finish prior to the due date and the week expires.

d. Mid-term deficiency reports: Halfway through the quarter or nine-week grading period, reports are sent to the parents of students who are failing or in danger of failing. These serve to inform a parent or guardian of the student's unsatisfactory work. They are asked to discuss the student's work with him/her and find where the difficulty lies and seek a conference with his/her teacher or counselor. These reports may be sent at other times as the teacher deems necessary.

e. Teachers may also send progress reports to those students who are doing good work.

#### IV. Minimum Academic Requirements for Graduation:

##### English:

English 9	2 - Semesters
English 10	2 - Semesters
English 11**	2 - Semesters**
English Electives	2 - Semesters

\*\*Comp I & II may be substituted for English 11

##### Physical Education:

Modern Health Ed or Health & Fitness	1 - Semester
Physical Education	<b>Each semester enrolled in school**</b>

**\*\*Can waive PE for participation in athletics one semester per year and/or one semester in four years if not participating in athletics.**

##### Social Sciences:

Cultural Geography	2 - Semesters
American History	2 - Semesters
American Government	1 - Semester
Electives	1 - Semester

##### Miscellaneous:

Fine Arts (Art,Band,Vocal)	1 - Semester
<b>Practical Arts (Ag,IA,Ind Tech,CTE or other)</b>	1 - Semester
(Other - photography, Multimedia, any tech class, by approval)	
Computer Science	1 - Semester

##### Mathematics:

Mathematics	6 - Semesters with successful completion of Algebra 1
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##### Financial Literacy

Financial Literacy	
** <b>ECON</b> or Consumer Math, <u>Full year</u> of Intro to Bus. 2 Semesters	
Consumer Math, ECON and Intro to Business are no longer offered.	

##### Science Class of 2022

PS - (Chem)	2 - Semesters
Biology I & II	2 - Semesters
General Science	1 - Semester
Science Elective	1 - Semester
<b>or- Chemistry, Physics, A&amp;P</b>	<b>2 - Semesters</b>

##### Science Class of 2023 and beyond (State mandated)

General Science & Bio I	2 - Semesters (freshmen)
Bio II & PS - (Motion)	2 - Semesters (sophomore)
<i>Env. Sci &amp; PS - (Chem)</i>	<i>2 - Semesters (Junior Option 1)</i>
<b>OR Chem I &amp; Env. Sci.</b>	<b>3 - Semesters (Junior Option 2)</b>

**Total Credits required for graduation: 56**



## **V. EARLY GRADUATION**

Students meeting all the graduation requirements of the CAM High School may graduate before the end of their eighth semester. Any student wanting to exercise this option must meet with the counselor to arrange their schedule and check their status for early graduation. Early graduates will not be able to participate in school activities after the start of second semester.

## **VI. HONOR ROLL**

Honor rolls will be announced for the Jr./Sr. High School at the end of each nine-week period for the purpose of recognizing outstanding student work. To qualify for the honor roll, students must earn a 3.2 grade average or higher on all work attempted. A student must be taking at least five full-credit courses and must have no incomplete grades from the previous grading period to qualify for the honor roll.

## **VII. GRADUATE WITH HONORS**

Students who graduate with a cumulative grade point average of 3.50 or better will be designated as graduating with High Honors and those with a grade point of 3.00 – 3.49 will be recognized as graduating with Honors. Those graduating with high honors will wear a gold cord at graduation.

## **VIII. PHYSICAL EDUCATION**

Every student is required by law to participate in physical education unless excused by a doctor for medical reasons. If for some reason a student has permission from a doctor not to take P.E., this student would have to take an extra subject.

All students should wear appropriate physical education clothing. P.E. clothes will include shorts, shirt and socks. Gym shoes worn to school often have rocks embedded in the soles, which would mar the gym floor.

Failing to dress or participate while attending class may lower a student's grade, as they will receive a lower grade for those days.

Physical education is a graded course that will earn one credit per semester. Tests may be given.

Students may opt out of P.E. for one semester in their four years of attending CAM High School. Students in grades 9-12 may be excused from physical education courses if one of the following conditions applies:

- A student presents a written statement from a doctor stating that such activities could be injurious to the health of the student.
- Participating in the class conflicts with the student's religious beliefs.
- The student is enrolled in academic courses not otherwise available.

- The student is a senior and is actively involved in an athletic program (for one semester).
- The student is a senior and is enrolled in a cooperative work-study or other educational program authorized by the school which requires the student's absence from school.

The state of Iowa allows students to opt out of Physical Education if participating in a school sanctioned athletic activity (see the IAHSAA.org website for a list of activities that qualify) for one semester per year.

### **IX. POST SECONDARY OPTION/Concurrent Enrollment**

The Post Secondary Enrollment Options Act (Chapter 261C, Iowa Code) was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible post secondary institutions of higher learning in Iowa. The specific purposes of this Act are to: (1) Promote rigorous academic pursuits; and (2) Provide a wider variety of options for students. A list of eligible post secondary institutions and course information is available in the High School Guidance Office.

**X. AP COURSES:** Advance Placement courses are available at CAM High School through Iowa Learning Online and other online services and schools. If any parent would wish their student to take an AP or Online course they just need to talk to the Counselor and Principal to get the necessary paperwork completed and the class scheduled. If CAM High School were to have a teacher available on site to teach AP, we will explore adding it to our building's curriculum.

### **X. SEMESTER TESTS**

Semester tests may be administered in classes and may take any form, but will be approved by the Principal. A semester test schedule may be developed for semester tests indicating times, dates, locations, and other pertinent information.

### **XI. SPECIAL EDUCATION STUDENT RECORDS**

The CAM Schools maintain confidential special education records for all students who receive special education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building to which the student is attending.

Special education student records contain information generated in determining a student's need for special education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the I.E.P. folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of two locations: student's room or main office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over.

Parents will be informed when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed. All special education student records maintained by the CAM High School will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

## **XII. 504 PLAN**

Students who are eligible or believe they are eligible for a 504 Plan should contact the building principal. Parents or teachers may also request a 504 Plan by contacting the building principal.

## **XIII. WITHDRAWAL AND TRANSFER**

Students who wish to withdraw or transfer from school must come into the school with their parents or guardians and fill out a written release form or have some personal contact with the secondary office. The principal will desire a conference with the student and parent(s). Before leaving the school, the student will need to return all assigned books and school property, pay necessary fees, and leave the school with information where to forward necessary information.

#### **XIV. OPEN ENROLLMENT: DEADLINES**

Students have the option of open enrolling to another school district. If a parent or guardian wishes to open enroll their child(ren), they must:

- Complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's [Department] website),
- Submit an application for each child in their family, and
- Send the application to both the resident and receiving school districts on or before the established deadline to be considered for approval (Iowa Code § 282.18(2), paragraphs a and b, as amended by Senate File 2435):

Date	2024-2025 Deadline
June 30, 2024	Any application filed on or before June 30, 2024 will not require good cause for waiving the March 1 deadline. The receiving district may accept open enrollment applications for the 2024-2025 school year without approval from the resident school district.
July 1, 2024	Senate File 2435 takes effect. Applications for students in grades 1-12 will be denied unless the parent or guardian is able to demonstrate good cause.
September 1, 2024	Last day a parent/guardian may apply to open enroll their incoming preschool student who receives special education services requiring specially designed instruction (SDI).
September 1, 2024	Last day a parent/guardian may apply to open enroll their incoming kindergarten student.
September 2, 2024	Applications for incoming preschool students requiring SDI and kindergarten students will be denied unless the parent/guardian is able to demonstrate "good cause" under Iowa Code section 282.18.
March 1, 2025	Last day a parent/guardian may apply to open enroll their student in grades 1-12 for the upcoming school year.
March 2, 2025	Applications for students grades 1-12 will be denied unless the parent/guardian is able to demonstrate good cause.

## **XV. OPEN ENROLLMENT: ATHLETIC ELIGIBILITY**

Students who open enroll in grades nine through 12 are not eligible to participate in varsity contests and competitions during the first 90 school days of transfer (not counting summer school) unless an exception applies allowing immediate eligibility.

A student is eligible if one of the following applies:

- If the student is entering 9th grade for the first time and did not participate in high school athletics for another school or school district during the summer after 8th grade
- If the district of residence and the other school district share the sporting activity
- If the sport is not available to the student in their resident district
- The open enrollment meets the definition of good cause
- If the resident district determines that the pupil was previously the subject of an incident of harassment or bullying (as defined in section 280.28);
- The board of directors or superintendent of the resident district issues or implements a decision that suspends the discontinuation or suspension of varsity interscholastic sports activities in the district of residence;
- The board of directors of the resident and receiving district agree to waive ineligibility;
- During the 2020-2021 school year, a student was enrolled in District A on the first day of school, enrolled in District B for a portion of the school year, and then re-enrolled in District A prior to July 1, 2021.

A student who is academically ineligible in their resident district remains ineligible in the receiving district for the remaining period of ineligibility declared by the resident district regardless of any of the circumstances above.

For other questions regarding eligibility, please contact the Iowa Girls' High School Athletic Union (IGHSAU) at 515-288-9741 or the Iowa High School Athletic Association (IHSAA) at 515-432-2011.

## **XVI. OPEN ENROLLMENT: TRANSPORTATION**

Parents are responsible for transporting children open enrolled to another district. This applies to all students, including those with an individualized educational program (IEP). As a general rule, if the need for transportation is stated in the IEP as a related service, the parent is responsible for this obligation under open enrollment (Iowa Admin. Code r. 281—IAC 17.10).

If a child open enrolls to a district that is contiguous to (or borders) the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the resident district (Iowa Admin. Code r. 281—IAC 17.8). For additional information, see the transportation assistance guidance on the Transportation Assistance webpage.

## **XVII. COUNSELING**

The counseling program is one facet of the school which is uniquely individual as the counselor usually works with one student at a time. The basic principle is to give each student whatever help he/she needs to achieve success and happiness; its function is to help each person become all that he/she is capable of becoming. The counselor works with students in the following areas:

- a. Orientation: The counselor will help all students become acquainted with the school, the staff, the curriculum, and other school activities. Registration for classes will be done primarily through the counseling office.
- b. Individual Inventory: A cumulative record is maintained for each student, including health records, academic records, test results, course plan sheets, and other pertinent data. This information is applied to teaching and counseling.
- c. Educational and Occupational Information: Through guidance each student has access to information on a variety of career fields, colleges and trade schools, educational offerings, and job preparation and requirements. The counselor will also communicate college representative visitations to the school.
- d. Counseling: The counselor is also available to discuss personal problems. All conversations between student and counselor are kept strictly confidential; the counselor breaks this confidence only upon request of the student or if it is a matter of personal safety to the student or others.
- e. Follow-up: The counseling office attempts to maintain contact with former students in order to evaluate the effectiveness of the school program.
- f. Testing: The counselor will assist the principal in setting up testing dates. The test results will then be shared with various factions of the school district and community.
- g. MAPS: The counselor shall assist in working on the student's MAPS website that they started in Middle School. Student's utilizing the program is a state requirement in helping guide them to a career path and post-secondary options. It is a requirement to enter High School with a 4-year plan.

## **XVIII. CPR REQUIREMENT FOR STUDENTS**

Students will complete CPR training by the end of their senior year at CAM High School, training provided by certified CPR trainer.

## **XIX. EDUCATIONAL EQUITY AND NON-DISCRIMINATION**

It is the policy of CAM School District for the CAM High School and CAM Middle School not to discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status,

disability, religion, and creed or disability in its educational programs, activities, or employment policies as required by Title VI and VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The curriculum in the CAM schools shall be multi-racial, multi-ethnic, and non-sexist. Its aim is to reduce and eliminate stereotyping and bias on the basis of sex, race, or ethnicity. Requirements prescribed in the current issue Minimum Curriculum Requirements and Standard for Approved Schools Iowa Department of Public Instruction shall be met.

All courses in the CAM High School shall be offered to members of both sexes. The schedule will be developed in such a manner that there will be no way that boys or girls can be isolated into segregated classes.

# **Good Conduct Policy and Discipline**



## **CAM Jr./Sr. High School 2024-2025**

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”



## **GOOD CONDUCT POLICY**

POLICY TITLE: Standards of Conduct for Participation in Extracurricular and Co-curricular activities.

### **STATEMENT OF PHILOSOPHY**

It is the belief of the Board of Directors, administration, and staff of the CAM Community School District that membership and participation in extracurricular and co-curricular activities has a very positive effect in the development of constructive attitudes for future citizenship. Furthermore, it is important that the participants, before starting in the program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will participate

The extracurricular and co-curricular phase of the total educational program is one area in which leaders of youth have the opportunity to instill desirable qualities, among which may be listed principles of fairness, good sportsmanship, team work, group pride, respect for the rights and property of other individuals, respect for one's own health and physical well-being, development of leadership, self-discipline, and the values of self-sacrifice.

The CAM Community School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. Primarily, it is the responsibility of parents to assist their children in developing good habits of behavior and to teach respect for law and authority. Through cooperation and understanding between the school and the home, the ultimate goal is to develop mature and responsible individuals capable of self-discipline. This is an important goal of our educational system. Self-discipline has been defined as controlling behavior, to develop within an individual responsibility for socially appropriate conduct. The home and school are to cooperate in such a way that our young people learn to do what is sensible, appropriate, and right. Moreover, it is the policy of the school district that participation in any extracurricular activities is a privilege. Therefore, certain areas of conduct shall be considered inappropriate to accepted standards subscribed by the school district.

The following regulations for the student activities program and/or organizations have been adopted by the Board of Directors and the CAM Community School District. Each student who participates in the activities program must meet the eligibility requirements set forth by the school and will be subject to these standards of conduct. Students and parents will be notified of these minimum increases.

Student participation in school activities and organizations is considered by the board to be a privileged honor since the student represents and depicts the character and integrity of the school and the community. For this reason, a high standard of moral and social behavior is expected.

In the event a student's conduct or actions, either in or out of school, fall short of the expected standard, such student can be suspended from participation in extracurricular activities and school organizations.

### **I. DEFINITION OF EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

An extracurricular activity is any activity that is offered by the CAM Schools to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity.

**Extracurricular** activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, National Honor Society, speech, debate, student government, coronation ceremonies, Prom, Banquets, and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics, music, speech, and other such school activities. Extracurricular activities **do not** include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A **co-curricular** activity is one that is directly related to an academic course. This would include, but not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

### **II. SCOPE OF SCHOOL CONTROL**

Areas of which disciplinary control can be exercised are as follows:

1. For Non-Participants:
  - A. While on school premises.
  - B. While in proximity of school premises or traveling to and from school. Conduct of students away from school property is subject to school discipline if it has a direct and immediate effect on the discipline or general welfare of the school or the educational process.

- C. While in school owned/operated or approved motor vehicles.
  - D. While engaged in or spectators of school sponsored related activities.
2. For Participants:
- A. Participants are subject to school control and regulations regardless of time/place. (Participants will not be under disciplinary control if past pictures/videos are turned in for retaliation.)

### **III. DETERMINATION OF INELIGIBILITY**

His/her habits and/or conduct both in and out of school during the school year are such as to make him/her unworthy to represent the ideas, principles, and standards of CAM Schools. These ideas, principles, and standards are based upon behavior inherent in good citizenship. Breaches of these standards include: vandalism, gross disrespect, theft, malicious threats or physical attack on other persons or their property, malicious mischief, harassment/bullying, unlawful assembly, immoral acts, violation of the rules of the Board of Directors, and other violations of the criminal code. The determination of ineligibility and the period of ineligibility are the responsibility of the school principal and/or his/her designee, subject to the stipulations and procedures described in ineligibility penalties. A student is further subject to being declared ineligible for the reasons given in items #1 - #4 below:

- #1) In the event a student is convicted of a crime, or declared by the court to be a delinquent, except minor traffic violations, he/she shall be declared ineligible to participate in school sponsored activities.
- #2) If a student engages in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- #3) Repeated or serious violations of school disciplinary policy.
- #4) If a student
  - a) pleads guilty to or is found guilty
  - b) admits to the office or the law or school personnel
  - c) is seen by a coach, teacher, or other adult
  - d) is reported by a signed statement by one of the above
  - e) is placed on formal or informal probation for any of the following, he/she shall be considered ineligible:
    - 1. possession or use of any form of alcohol
    - 2. possession or use of illegal drugs
    - 3. possession or use of tobacco

Students consuming alcohol during a religious ceremony supervised by a clergyman, or possessing a controlled substance prescribed by a physician are exempted.

#### **IV. INELIGIBILITY PENALTIES**

**First Violation:** The period of time a student/athlete may be withheld from extracurricular activities is **four (4) weeks and three (3) participating events\*\***.

**Second Violation:** The period of time a student/athlete may be withheld from extracurricular activities is **eight (8) weeks and six (6) participating events\*\***.

**Third Violation:** The period of time a student/athlete may be withheld from extracurricular activities is **twelve (12) months and all events for that twelve month period**.

**Fourth Violation: Permanent suspension** from all activities.

\*\*Community Service may replace up to THREE events. The Principal will approve a community service plan which will outline when the student will serve community service. Then at the conclusion, the Principal will evaluate if the plan was completed and either declare the number of events served or amend the plan, or declare the student failed to live up to the set expectations and state what, if any of the events were served. **Eight hours of community service = 1 participating event**.

Activities are defined as Varsity, Junior Varsity, or another level. Events counted as missed would be at one level only, unless the student had been participating at two levels. Students will also be ineligible for other level events and extracurricular activities at this time if participating at one level only,

This penalty should start upon determination of the individual's guilt. Each penalty period arising from a breach of this "good conduct" rule will include interscholastic competition. The student/athlete withheld from competition may attend practice at the discretion of the head coach/sponsor. If the infraction occurs while the student is participating in the summer interscholastic athletic program, the procedures used during the regular school year will be followed.

Ineligibility penalties shall accumulate from school year to school year during the years the student begins ninth grade to the time he/she graduates. These same guidelines will also be applied to students in 7th and 8th grade and will accumulate only those two years. Summer activities are to be considered belonging to the normal school term just completed. If it has been determined that a student has violated another school's Good Conduct Policy, the ineligibility period will be honored if it hasn't been completed and/or their violation(s) will be

recorded and used in determining the number of violations in any subsequent infraction.

If the student has been picked up and charged for, and/or pleads guilty to, and/or admits to an officer, possession or use of alcohol or drugs, he/she must report it to the principal within forty-eight (48) hours. If he/she does not report the incident to the principal within the 48 hour period, and is later discovered through interrogation, investigation, or a matter of public record, the penalties in each violation may be DOUBLED.

#### **V. PRINCIPAL'S ROLE**

The principal should be the one who immediately gets involved with the student violator. He/she will inform the student of the infraction he/she is charged with, give the student the chance to respond, inform him/her of his/her options, and document the way it is being handled (how many weeks ineligible -- from when to when -- or work up the restitution contract and hours). Moreover, the principal will contact the coach, AD, and the parents on how the situation is being handled. The principal will work with the community and organizations in assisting the student to work through his/her punishment/counseling.

#### **VI. STUDENT APPEAL PROCEDURE**

Any violation of the "good conduct policy code" of behavior will first be handled by the appropriate coach/sponsor and/or the principal. If, within 48 hours, the student feels that he/she was not treated fairly in the matter, the following appeal board and procedure shall take effect at the request of the student or his/her parent or guardian.

- a. The secondary principal
- b. The athletic director
- c. The president of the student council or in his/her absence, the next highest ranking student council officer.
- d. The coach/sponsor of the activity in which the student accused is currently participating; the coach/sponsor most directly connected with the inappropriate behavior shall be preferred.
- e. One head or assistant coach/sponsor of an activity to be selected by the accused student.

In the event of duplication of roles of any of the above people, the accused student may select another coach/sponsor to complete the five member board. The duties of this board will include the following actions:

- a. To receive and document complaints of the appropriate behavior.
- b. To schedule hearings of the activity board for the purpose of hearing evidence to discover the facts concerning the documented complaints

and to receive testimony and exhibits as may be presented by the complainants and the accused.

- c. To give written notice of the time and place of the hearing to the accused and to his/her parents or guardians not less than three working days prior to the time and place of the hearing and the name(s) of the witnesses to be called on behalf of the complainant. The day which the notice is delivered to the accused shall be counted as a day prior to the hearing.
- d. To determine the degree of guilt or innocence of the accused student or students, a majority vote to prevail.
- e. The hearing shall be an open hearing except that, at the accused's request, the hearing shall be closed.
- f. The vote of the activities board as to guilt or innocence shall be an open vote.
- g. To keep a written copy of the minutes of the testimony given, to take custody and preserve the exhibits, if any, and to record the vote and the disciplinary decision made, if any, and to forward the same to the Board of Education for review.
- h. If a guilty finding or inappropriate behavior results, the suspension will begin from this time forward and shall not be less than 20 school days or 4 weeks. Suspension time will be continuous from the time it begins until it is completed.
- i. The accused shall at all stages of the hearing be entitled to be represented by legal counsel.
- j. Review by the Board of Education on the record will be automatic if the accused appeals to the Board of Education by filing a request for appeal and rehearing with the high school principal, not later than ten days following the activities board hearing.
- k. The high school principal will act as presiding officer at any hearing scheduled although he/she may designate another member of the activities board to serve as presiding officer in the event he/she does not choose to so serve himself/herself in any or all hearings; the presiding officer will appoint a clerk to record the tape recorded, if appropriate. The presiding officer shall take custody of and preserve any exhibits offered; this person need not be a member of the activities board if the presiding officer decides otherwise.
- l. Records shall be preserved of all procedures but will not be placed in the student's permanent record. This code will be reviewed periodically by the CAM Community School District administrators and readopted each summer for the ensuing year.

## **VII. ELIGIBILITY POLICY FOR SCHOOL INFRACTIONS\*\***

The established discipline policies of the school will be enforced for all infractions occurring during school hours and at school sponsored events. For the infraction of these rules, the student will receive a suspension for the time specified in the administrative rules for that particular breach of discipline. While suspended, the student will not participate or be a spectator at any school-sponsored event.

Students are to be aware that notwithstanding the concept of double jeopardy and the legal requirements of due process, it is possible for one act to be in violation of (1) this Behavior Code, (2) Eligibility Requirements for Participation in Interscholastic Activities (School Board Policy IDFA), and (3) the State of Iowa Criminal Code. Thus, it is also possible that one given act can result in a student being suspended or punished under all three. Whether said act is acted upon by law enforcement officials, adult court or juvenile court will not be determinative of whether the school will punish the act.

## **VIII. BULLYING**

*Bullying will not be tolerated at CAM JR./SR. HIGH SCHOOL.*

**Definition:** Bullying is when a person or persons hurts or frightens another person or persons deliberately and repeatedly **creating a power shift to the bully.**

### **What bullying looks like:**

#### **Words**

Called stupid  
Called teacher's pet  
Make fun of looks  
Called names  
Made fun of family  
Made fun of abilities  
Make fun of academic ability  
Make fun of being smart/dumb  
Make fun of your looks  
Make fun of answers in class  
Laughing at the bullies actions  
No compromising  
Happens if teacher is not looking  
Rude comments  
Swearing  
Arguing  
Talk behind your back  
Gossiping/Spreading rumors  
Teasing  
Verbally pestering  
Emotionally hurting words  
Laughing at people  
Constant texting intimidating words  
Angry Facebook and Internet posts  
Mass texts of intimidation  
**Posts online of any kind that include any of the above actions**

#### **Behaviors**

Pushed around  
Tripped  
Notes with mean things on the back  
Steal things from locker  
Vandalism of school  
Vandalism of personal property  
Pushed into lockers  
Slam locker door on you  
Shoving heads into lockers  
Do things to your lunch  
Spitting on others  
Damage books not belonging to you  
Break locks on lockers in hall & gym  
Racial teasing  
Trash gym clothes in showers  
Shoving  
Kicking  
Hitting  
Pulling hair  
Flipping off  
Physically hurting others  
Isolating/Leaving out/Loner  
Pulling hair  
Beating someone up  
Taking money from someone  
Pulling on someone's underclothes  
Sexually touching  
"Bagging"  
Stalking  
Picking on because of a disability  
Putting mean signs on person's back



## ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon 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 board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate 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 will 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 will 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 means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;

- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to:

- communication via electronic mail
- internet-based communications
- pager service
- cell phones
- electronic text messaging or similar technologies

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

- 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.

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 effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation will be subject to discipline by appropriate measures, as will 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 will be subject to measures up to, and including, exclusion from school grounds.

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

#### **IX. CITIZENSHIP CODE**

As CAM Jr./Sr. High School students, strive to make this school outstanding by being:

1. On time to classes;
2. Ready with your assignments;
3. Respectful of public and private property;
4. A supporter of school activities;
5. Cooperative and respectful with classmates, teachers, administration, and other staff personnel;
6. Clean and neat in appearance as well as dressed in appropriate school attire;
7. Courteous at all times to guests in our building.

#### **X. DETENTION**

Detention may be assigned at the teacher's discretion as punishment for classroom misconduct or other good reasons. Detentions will also be issued to a student who has received his/her third unexcused tardy. A one-day notice will be given before the detention is to be served. A copy of the assigned detention will be given to the office by the teacher, and it will state the reason for the detention and the time and date for detention. Attendance is required.

Failure to serve a teacher assigned or other detention may result in a parental contact and a Saturday school. Detention will be served between 3:30 – 4:00 unless other arrangements are made at the discretion of the supervising teacher/administrator.

## **XI. DISCIPLINE**

**Definition:** "School Discipline" is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

**Applicability:** Applies to students while on school premises, while attending school sponsored events, while on school owned and operated buses or on chartered buses while students are engaged in school sponsored activities, and while students are away from school if their conduct directly affects the good order, efficient management or welfare of the district.

**Expected Behavior:** Students are expected to conduct themselves in keeping with their levels of maturity at all times. Students should govern their actions taking into account the rights and welfare of all students and respect for authority vested in school personnel and regard for public property.

**Breach of Discipline.** Any conduct of a student which interferes with the maintenance of school discipline shall be considered a breach of discipline.

Breach of discipline includes but not limited to the following:

- a. The use or possession of tobacco or any tobacco product;
- b. The use or possession of alcoholic beverages;
- c. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- e. The distribution of, transmittal of, or sale of any tobacco product, alcoholic beverage, or controlled substance to other persons;
- f. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or places where school functions are to be held, with the intent

to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others;

- g. Refusal to conform to policies, rules, regulations, directives or requests of the district or of its officers, employees, or agents of the district when acting within the scope of their employment or duties;
- h. Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district;
- i. Extortion;
- j. Possession or use of dangerous weapons or objects;
- k. Display of racial bigotry or intolerance of any kind;
- l. Criminal or illegal behavior;
- m. Committing a theft or robbery or attempting to commit a theft or robbery;
- n. Damaging, altering, injuring, defacing, or destroying any building fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- o. Gambling;
- p. Intimidation, harassment, bullying;
- q. The use of obscene, lewd, or profane language;
- r. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic or other catastrophe knowing such report or warning to be false;
- s. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- t. Truancy: absence from school or assigned classes or activities without a reasonable excuse
- u. Trespassing on school property: entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials;
- v. Joining, becoming a member of, or soliciting other students to join, or become a member of, or taking part in forming or organizing a fraternity or society of students without prior approval of the Board of Directors;

**Sanctions.** Students who violate the policies, regulations, rules, or directives of the district may be subject to the following discipline sanctions:

- a. Denial of extracurricular activities or privileges.
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings.
- c. Probation: conditional attendance during a trial period.
- d. Detention: a requirement that a student remains after school, or comes to school early.

- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension.
- f. Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under proper supervision where the misconduct does not warrant removal from school by expulsion.
- g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days.
- h. Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the Board of Directors.
- i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time.
- j. Referral to other agencies.
- K. Saturday School

## **XII. Student Appeals (District Policies)**

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two (2) days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two (2) school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within two (2) days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within two (2) days of the superintendent's response. The board determines whether it will address the complaint.

## **XIII. HAZING AND HARASSMENT**

Hazing, initiation, harassment or bullying is forbidden. Violations will be considered a breach of the good conduct policy and dealt with by the building principal.

## **XIV. VANDALISM**

Special provisions relating to damage to school property: In the event a student violates any district rule regarding damage to school property, the student shall compensate the district for such damage. The student may also be disciplined by any other means set forth, depending upon the severity of the damage, the circumstances of the incident, and the prior history of the student. Vandalism is defined as "damaging, altering, injuring, defacing, or destroying any building,

fixture, piece of equipment or item which includes writing, drawing, or making marks on walls, furniture, and fixtures."

### **XV. Consequences for Major Offenses of Discipline Policy**

<b>Offense</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Disruptive Behavior</b>	Detention (30 min.)	Detention (Doubled)	Suspension ( 1 day ISS)
<b>Harassment</b> (founded)	Suspension (2 days)	Suspension (3 days)	Refer to Supt. (Parent Conf)
<b>Truancy</b>	5 Absences (Parent Contacted)	10 Absences (Parent Contacted)	15 Absences (County Att.)
<b>Fighting</b> (Good Conduct Applies)	ISS (3 days) Parent Contact	OSS (5 days) Parent Conf	Suspension (10 days) refer to Supt.
<b>Possession/Use Of Tobacco</b> (Good Conduct also applies)	ISS (2 days) <u>Police called if on school grounds in all cases</u>	ISS (5 days)	OSS Suspension and refer to Supt.
<b>Possession/Use Of Alcohol</b> (Good Conduct)	ISS (2 days) <u>Police called if on school grounds in all cases</u>	ISS (5 days)	OSS Suspension and refer to Supt.
<b>Possession/ Use Of Drugs</b> (Good Conduct)	Long term suspension or expulsion Authorities will be called <u>Police called if on school grounds in all cases</u>		
<b>Vandalism/Theft</b> (repair or replace) (Good Conduct)	ISS (2 days)	ISS (5 days)	Refer to Supt. Expulsion
<b>Disrespect of Faculty/Student</b>	Detention (60 min.)	ISS (2 days) Parent Conf.	ISS (5 days) Parent Conf.
<b>Blatant Disrespect/ Threat/profanity Toward staff</b>	In School Suspension (3 days)	Out of School (3 days) Parent Conf.	Refer to Supt.
<b>Cheating</b>	Zero Given Parent Contact	Zero Given Parent Conf.	Removal From class
<b>Internet Misuse</b> (Subject to Technology Use policy)	Student Conference Administration	No Internet Priv (1 Semester)	No Internet (1 School Year)

**F**

## **XVII. CAM DISCIPLINE POLICY – What each level looks like**

### **Level 1: Productive Personal**

#### **Environment**

- Coming to class prepared
- Sleeping in class
- Not working on intended curriculum
- Refusal to work
- Gum/candy/sunflower seeds
- Habitual tardiness
- Texting
- Game playing
- On personal websites

### **LEVEL 3: ORDERLY ENVIRONMENT**

- In/on school property without permission
- Excessively tardy/absent/or truant
- Display drug association
- Soliciting unauthorized items at school
- Creating unsanitary conditions (spitballs, food, urination)
- Loitering on or around school property
- Throwing snowballs or other materials
- Disrupting school activities
- Forging notes or other information
- Disrespect to staff or students
- Harassment or bullying
- Gambling
- Cheating/dishonesty/plagiarism

### **LEVEL 4: SAFE ENVIRONMENT**

- Use violence, force, threats, Intimidation
- Sexual/ethnic harassment
- Use/possession/distribution of Inappropriate literature
- Unauthorized use of technology
- Stealing/attempting to steal school/private property
- Vandalism
- Causing/attempting to cause injury
- Possession/use/distribution of alcohol, drugs, look alike drugs or drug paraphernalia
- Use/possession of tobacco products, juuls or lighters
- Public indecency
- Extortion
- Making false reports (fire alarm, bomb threat)
- Disrespect/defiance toward staff standards including profanity and/or threat
- Other \_\_\_\_\_
- Falsifying records
- Any activity prohibited by Iowa Statutes

**Level 1 – Minor Referral**

**Level 2 & 3 – Minor or Major Referral**

**Level 4 - Major Referral**



## **XVIII. CAM Discipline Policy**

### **What options to be considered at each level/consequences (Previous levels in play for all levels)**

#### **Level 1: Teacher**

- \* Looking in the vicinity of the misbehavior
- \*Walking toward the area of misbehavior
- \*Conference with the student **during seminar, after class**
- \*Written communication/**email** with parents
- \*Change seating assignment
- \*Behavior contract in team or with teacher
- \* **Reteaching of expected behavior**
- \*Telephone call to parent by teacher
- \* **Written referral in JMC**

#### **Level 2: Teacher/Counselor/At-risk teacher/Tier II team**

- \**Referral to the Counselor & PBIS Tier II team*
- \*Conference with the student
- \*Meeting with parents/students
- \*Change schedule within the team
- \***Check-in-check out or Check-n-Connect referral**
- \* **SIAG assignment**
- \***Detention (3 minor referrals)**
- \***Saturday School (each 5 minor referrals)**
- \*Room of Opportunity - **Written referral in JMC**

#### **Level 3: Teacher/Counselor/At-risk teacher/Tier II team**

- \**Referral to the Counselor & PBIS Tier II team*
- \*Detention - **Saturday School**
- \***Check-in-check out or Check-n-Connect referral**
- \***SIAG assignment**
- \*Conference with student
- \*Parent/guardian contact – meeting with **Tier II team** and students
- \*Room of Opportunity - **Written referral in JMC**
- \*In-school suspension

#### **Level 4: Administrator & Tier III team**

- \*Modify schedule/reassignment
- \*Out of class suspension
- \*Alternative education placement
- \*Out of school (homebound)
- \*Short-term suspension (1-5 days)
- \*Long term suspension (6-10 days)
- \*Expulsion for the remainder of the semester
- \*Expulsion for the remainder of the calendar year

# Activities



## **CAM Jr./Sr. High School 2024-2025**

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

## ACTIVITIES AT CAM JR./SR. HIGH SCHOOL

### **I. CHURCH NIGHT**

In cooperation with the churches of the CAM school districts, to assist in facilitating their youth oriented activities, except for unusual circumstances, the merit of which shall be determined by the building principal, it shall be the policy of the CAM school districts to refrain from sponsorship of activities on Wednesday evenings requiring student attendance and participation.

### **II. ACADEMIC ELIGIBILITY**

The Iowa Department of Education and all state activities associations have enacted eligibility guidelines that are different from **CAM Jr./Sr. High School's established rules (See eligibility D)**. Though academically tougher, CAM's rules are different and still in effect. Here's a summary of the combined policies, punishments and when they will be applied.

<b>Period</b>	<b>Standard</b>	<b>Penalty if Ineligible</b>
Mid-term (CAM)	no Fs	2 week Ineligibility. Not passing after 2 weeks, ineligible till quarter.
Quarter (CAM)	no Fs	2 week Ineligibility. Not passing after 2 weeks, ineligible till quarter.
Semester (State)	no Fs	<i>Ineligible for the first period of 30 <u>calendar days</u> in the interscholastic athletic event. Receives credit in four subjects.</i>

### **III. PRACTICING WHEN INELIGIBLE**

*Philosophy:* The philosophy of CAM Jr./Sr. High School is we want to support a student that becomes ineligible, and if possible keep them involved with their activities and the positive influences of their coaches/sponsors and the other students.

*Study Table:* Students involved with activities that become ineligible shall attend one academic week of study table before or after school for a minimum of ½ hour per day.. Students shall demonstrate to the At-Risk Coordinator, the Principal or an appointed staff member each day what is needed to be done to become eligible by the next grading period (mid-term or quarter). During the time the students will work on specific assignments or study for upcoming assessments.

*Student's responsibility:* It is the student's responsibility to communicate with teachers, the At-Risk Coordinator, the Principal or an appointed staff member at the times designated. If he/she does not communicate consistently or is not following the terms of their practice agreement, they will be pulled from practice back to study table even if they are passing all of their classes.

*Student's cooperation:* If the student does not cooperate with the At-Risk Coordinator, the Principal or an appointed staff member and does not fulfill his/her responsibilities or does not attend study tables they will be in violation of school policy and team rules and no longer will be considered a member of the team. This will affect any other eligibility penalties (state) that hinge on the students serving time during their next activity.

#### **IV. ELIGIBILITY (All Cases)**

A student will be declared athletically ineligible if:

- A. He/she does not have a physician's certificate of fitness issued this school year or if he/she is twenty years of age or older. Moreover, students must present an insurance waiver form if the student is not covered by the student insurance which may be purchased through the school district. A consent form which contains the above information shall be signed by both the student and his/her parents or guardian prior to the beginning of the first sports in which the student plans to participate. Student athletes shall not be allowed to practice until a signed consent form is on file at the school.
- B. He/she has attended high school for more than eight semesters (20 days of attendance or playing in one contest constitutes a semester.)
- C. He/she was out-of-school last semester or if he/she entered school this semester later than the second week of school.
- D. He/she *FAILED ONE* or more classes at CAM or another district, at the end of the mid-term and/or nine-week grading period. At the end of a student's eighth grade year, he/she is allowed to 'clean the slate' and become eligible into their freshman year. Special education students will be judged by progress towards the goals as stated on their I.E.P. Satisfactory progress must be evident. The definitions for extracurricular and co-curricular will be the same as those defined in the Good Conduct Policy. A "Withdrawal (W)" is considered as an "F" and an "Incomplete (I)" is treated as an "F" and all work must be completed within two weeks. You must be passing all

coursework for which credit is given, which is at the Semester, to be eligible by State eligibility standards.

- E. He/she has changed schools this semester. (Except upon a likely change of residence of his/her parents.) State association rules apply.
- F. He/she has ever accepted an award for his/her high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if has ever received any money for expenses or otherwise for his/her participation in a contest.
- G. He/she has competed on an outside team as a team or as an individual while out for a sport during that sport season without the previous written consent of his/her superintendent.
- H. He/she has ever trained with a college squad or has participated in a college event.
- I. Does not receive credit in at least four subjects.
- J. Violates the "Good Conduct Rule" and is until they meet the time penalty as established by the "Good Conduct Rule" or has done something in another school district that violates their version of the good conduct rule OR our version of the good conduct rule.

#### **V. QUITTING ATHLETICS/ACTIVITIES**

Once games begin, a student who quits a sport/activity during the season is ineligible to participate in other sports until the end of that season.

Any student who fails to complete an activity will be ineligible for awards or to attend the awards banquet, unless eligible because of another activity, except for reasons beyond the student's control such as illness or injury.

## **VI. SCHOOL ATTENDANCE**

Students who are scheduled to participate in a public performance or interscholastic activity on any day that the junior and senior high schools are in session, are required to attend scheduled classes, and activities for half a day (**four full periods**) immediately preceding the performance, practice, or activity. Highly unusual exceptions may be granted to this rule at the discretion of the principal or his/her designee if arrangements are made in advance.

## **VII. TRANSPORTATION TO ACTIVITIES, FIELD TRIPS...**

Whenever CAM Schools provides transportation for any school sponsored event of any kind, all participants in the event must travel by way of the school transportation or with a parent. No student will be allowed to drive to or from any school sponsored event in which he/she wishes to participate nor may any student ride with a student friend or friend's parent. Exceptions will be allowed only on principal approval. Sign out sheets after events shall be provided by the activity sponsor.

## **VIII. CRITERIA FOR ACTIVITY PARTICIPATION**

The purpose of this document would be to provide a visible guideline for students, sponsors, coaches and administrators so that students are not put in a position of conflict or choice when multiple events occur at the same time throughout the year. In considering such a policy the following items would fall under the "expected" category:

1. All arrangements should be worked out among coaches, directors and sponsors so that no student is put in the position of having to choose an activity to participate in on any given date.
2. No punishment or penalty of any kind should be directed to a student for missing an activity due to another school activity's conflict, especially if the decision is being made for them.
3. It is the obligation of all sponsors to be aware of potential conflicts and to make necessary arrangements well in advance when possible or even adjust the schedule to accommodate the student's participation.
4. The calendar will be created to avoid as many conflicts as possible.

The following criteria should provide a guideline in dealing with multiple event nights or dates.

1. State sponsored events, such as the Iowa High School Athletic Association, Iowa Girls Athletic Union, Iowa High School Music Association and Iowa State Speech Association, take precedence over conference, invitational, local events, practices and rehearsals.
2. Rolling Valley Conference events take precedence over invitational, local events, practices and rehearsals. (The only exception is that if a conference event has been rescheduled in a conflicting nature with a

previously scheduled event, students would participate in the previously scheduled event.)

3. All invitational events, such as guest appearances or honors kinds of events take precedence over local events, practices and rehearsals. Because these events tend to be one time in nature or brought up on a more inconsistent manner, it is the sponsor's duty to check with other coaches and sponsors where indeed there are conflicts to eliminate putting a student in a difficult situation.
4. All local events, concerts, and programs take precedence over practices and rehearsals.
5. Events, practices and rehearsals in conflict should be resolved by the coaches and sponsors whose students are involved. All attempts should be made to accommodate both schedules if possible. Realize that the following guidelines are an attempt to eliminate potential problems, not create them. As with most guidelines, these may be subject to change depending upon the situations that occur.

It is clearly understood that when a conflict does arise, the following procedure is expected to take place.

1. Was the schedule checked when the calendar was put together regarding conflicts? Or was the event scheduled when the calendar was put together and an event was planned?
2. Contact the coach, sponsors, etc., to resolve the conflict among the adults involved.
3. Contact the principal or athletic director with the resolution in hand.
4. Appeal to the athletic director or principal any unsatisfactory-satisfactory decisions made between the sponsors.
5. The decision of the athletic director or principal will then become final.

If you have any questions regarding these, please contact the athletic director or principal.

#### **IX. FUND RAISING PROJECTS**

All fund raising projects must be approved by the Board through its designee (the principal/AD) prior to their beginning and preferably within the first few months of school and declared what the purpose of the project and where the funds will be spent.

#### **X. TRIPS**

The school district will permit no overnight student trips for any group representing the school without adequate provision for adult supervision. All arrangements for such trips must be approved in advance by the principal. Out of state trips must be approved by the Board of Education.

## XI. SCHOOL ORGANIZATIONS

Athletics: CAM is a member of the Rolling Valley Conference. CAM's athletes have earned their share of championships in conference competition and not only have the respect of their opponents through their ability, but also the fine sportsmanship displayed by the athletes, cheerleaders, coaches, and student body.

The following athletic teams are planned for high school students this year:

<u>Boys</u>	<u>Girls</u>
8-man Football	Volleyball
Cross Country	Cross Country
Basketball	Basketball
Wrestling	Wrestling
Soccer	Soccer
Track	Track
Golf	Golf
Baseball	Softball
Dance Team	Dance Team
Cheerleading	Cheerleading

FFA: The organization is open to all Vo-Ag students to provide for additional leadership, training, and recreation. Many types of activities including contests are available through FFA.

Instrumental Music: Instrumental music is also a credit course. Students in instrumental music will be in marching band, concert band, pep band, and may be in jazz band. During the year, the band gives concerts, participates in area functions and takes part in small group and large group contests.

Musical: Each fall a musical, or variety show, may be presented under the direction of the vocal music department. Auditions for the musical are open to all eligible high school students.

National Honor Society: The National Honor Society is an organization composed of students in the sophomore, junior, and senior classes who fulfill the requirements of character, scholarship, leadership, and service. The candidates for the Honor Society must have at least a 3.25 grade point average and be judged outstanding in other areas. The CAM NHS Faculty Council is responsible for the selection of the members.



Speech & Debate: Speech & Debate contests are available for any student who wishes to participate in speech and debate. Conference, individual as well as district and state competition will be held.

Student Council: The Student Council is perhaps the most important extracurricular activity for it is the organization directly connecting the student body with the administration. It is a group through which the student expresses his/her views. The Student Council is not an organization set up to make school policy, but to give suggestions and constructive opinions to the administration. The Student Council is a cooperative effort between the student body and the administration with the purpose of attaining for CAM High School constant scholastic betterment and extracurricular excellence. Each spring the student body elects the president, vice-president and **secretary/treasurer** who serve during the year as well as representatives for each class. There will be 2 Members at Large elected from each class.

Vocal Music: Vocal music is a credit course at the high school. Throughout the year members of the vocal music groups participate in concerts, small group and large group contests, music performances, musicals, etc. It fulfills your fine art credit

Yearbook: To be eligible to assist in the production of the *YEARBOOK*, students must be accepted to the staff through formal application. Once students are accepted, they will be assigned specific tasks needed for completion of the yearbook.

Newspaper: The SPY Newspaper is the official news publication of the CAM High School. The paper is published weekly during the school year and appears each Thursday in the *Anita Tribune*. **The CAM Telegram is a publication that appears in the Atlantic News Telegraph once a week**

## **XII. SCHOOL AND NON-SCHOOL PUBLICATIONS**

Official publications such as the school website, newspaper, yearbook, and other publications created for publication at school must be submitted to the student editor for approval prior to distribution. School and other publications which are obscene, libelous, or slanderous shall not be expressed, published or distributed in any official school publication. Materials which encourage students to commit unlawful acts, material and substantial disruption of the orderly operation of the school shall not be expressed, published or distributed in any official school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy.

Opinions and other articles published in an official school publication are not an expression of school policy. District employees, officers, directors, and agents can not be held civilly or criminally liable for any expression made or published by students unless the school employee, officer, director, or agent interfered with or altered the content of the student's speech or expression; and then liability may only be imposed to the extent of the interference or alteration of that speech or expression.

### **XIII. PEP ASSEMBLIES**

Upon the request of the cheerleader sponsor, pep meetings involving the student body will meet in the gym. Pep assemblies will start at 3:10 p.m. unless other arrangements are made. Cheerleaders are in charge of pep assemblies.

### **XIV. PEP BUS**

A student pep bus may be offered for out-of-town games on Friday or Saturday nights or during the week if for post-season tournaments, provided 15 - 20 paying individuals in addition to the cheerleaders sign up to ride. Sign-ups for these games must be done by 12:00 noon the day preceding the scheduled event. Pep bus requests will come from the cheerleaders or Pep Club sponsors. Both students and parents may ride the pep bus. Students will pay \$1.00 or more, depending on the distance plus admission price to the game. Parents will pay the actual cost of transportation plus the admission price. Students who ride the pep bus must return either on the pep bus or with their own parents. The parent must notify the pep bus sponsor in person if he/she wishes to take the student home.

### **XV. PARTIES AND DANCES**

Any senior high school dance or party is to be planned with the cooperation of the class or organization members, faculty sponsors, and the principal.

1. School activities are for students from CAM Schools only, unless special permission is obtained from the principal to bring an outside guest.

2. Prom is one dance we will consider out of school guests. Guests 21 or over must be approved by the Principal in advance and are not recommended. Anyone bringing a guest to prom who is not a student at the CAM High School will be required to fill out a form stating that both the CAM student and guest understand the following rules as well as common-sense rules of conduct which must be abided by:

- a. No drinking of alcoholic beverages;
- b. No smoking, juuling, drug use;
- c. No leaving and returning to the dance;
- d. No wearing of caps in the building;
- e. No use of foul play or profane language.

- f. Follow the school's rules on personal physical contact.

Infraction of the above rules of conduct will result in being requested to leave the dance or party or the local law enforcement authorities may be involved.

3. All sponsoring groups must see to it that the date and time of the activity is placed on the official school calendar in the AD's office

#### **XVI. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be said in the classroom, facing a classroom flag, each day. Students have the option to participate or not participate in the saying of the Pledge of Allegiance each day.

# CAM Jr./Sr. High School



## General Information 2024-2025

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

## **I. ATTENDANCE/TARDIES**

**Philosophy.** CAM students are expected to attend classes regularly and punctually in order to receive the maximum benefits from the school's instructional program; to develop habits of punctuality, self-discipline, and responsibility; and to assist in keeping disruption of the educational program to a minimum. Just as an employer expects an employee to be present during working hours, the Board of Education, Administration, and instructors expect students to attend school regularly. School attendance is the responsibility of the student and the parents and establishes for the students a good foundation for learning as well as developing a pattern for life.

### **STUDENT/PARENTAL RESPONSIBILITY**

It is the duty of the parent or guardian to make sure their child or children attend school as called for by state law: from age six (6) to age sixteen (16). Once the school year begins and a student's sixteenth birthday occurs, that student must complete that school year. Per state law, once a student is chronically absent, which is defined as missing 10% of school days or hours in a grading period, the county attorney may be notified and notice will be given to the parents.

- a. **Excused Absences.** Students who miss a school day or a portion of a day for any of the following reasons shall be considered to have an excused absence, provided that the student, upon returning to school, submits to the building principal or his/her designee a note from home, signed by the parent or guardian, or a doctor's or dentist's written statement, stating the reasons for absence from school. Parents are encouraged to call the school ahead of time.

**It is the responsibility of the parents or guardians to telephone the CAM Schools office on or before the day of an absence if known ahead of time.**

1. Illness or injury of the student;
2. Death or serious illness in student's family;
3. Medical, dental, or optical appointments that cannot be made after school or on weekends;
4. Family vacation, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;
5. Work for parents or employer in cases of emergency only (up to 5 days a year could be excused by the administration);
6. Other verified emergency;
7. School-sponsored trips and activities or any other reason which can be justified from an educational standpoint, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;

8. To attend religious services or to receive religious instruction, provided advance notice was given to the building principal or his/her designee; or
9. Suspension or removal from class.
10. Approved college visits or Job Shadows (2 per school year allowed) If pre-ab is signed and done ahead of time.
11. Court dates
12. Other unavoidable absences due to legal or school reasons.  
\*\*To include senior pictures if pre-ab is signed.

In the event a student is married or eighteen years of age or older and the student is not residing with a parent or guardian, the school will accept an excuse from the student.

**b. Unexcused Absence.** If a student misses a school day, or a portion of a school day, for any reason, which is not specified in Board Policy, or if a student does not provide written verification of an excused absence as required in Board Policy, the absence shall be considered to be an unexcused absence in each class missed. Any student leaving the school during the school day without permission from the office shall also be considered to have an unexcused absence. ***Three unexcused tardies to the same class will be considered an unexcused absence.*** Students with three unexcused absences from a class **may be** dropped from that class for the remainder of the semester.

**c. Appeals of Unexcused Absences.** In the event that a student and his/her parent or guardian disagree with the classification of an absence as "excused" or "unexcused", or disagree with an action taken pursuant to this policy, the student or his/her parent or guardian should contact the teacher or building principal for clarification. In the event this does not resolve the matter, the student or his/her parent or guardian must file a written request for review of the decision with the principal within five (5) school days of the disputed action, stating the reasons for the requested review. At a mutually agreeable time, the building principal or his/her designee shall meet with the student and/or his/her parent or guardian and any teacher involved in the matter. The principal shall respond in writing within five (5) school days of the meeting. In the event this does not resolve the matter, the student or his/her parent or guardian or the teacher shall file a written request for review of the decision with the superintendent of schools within seven (7) days of the mailing or personal delivery of the principal's response. At a mutually agreeable time, the superintendent or his/her designee shall meet the student and/or his/her parent or guardian and/or the teacher involved in the matter. The superintendent shall respond in writing within five (5) school days of the meeting.

**d. Attendance Review and Reporting to the State:** By law we are required to consider reporting to the Cass County Attorney any student who has chronic absenteeism of missing 10% of school days or hours in a grading period. That

means unless the student is on a Field Trip, College Visit or Suspended, all other excused and unexcused absences will be considered when evaluating whether or not the Cass County Attorney is contacted. The process will be implemented as follows.

- 1) Field Trips, College Visits or Suspensions will not be counted as Absences.
- 2) At 5 and 8 absences a letter/email will go out to parents making them aware of the situation.
- 3) At 10 absences parents will be contacted and arrangements will be made discussing the situation and the number of absences.
- 4) At 11 absences a mediation meeting with parents, student, administration and the school counselor will be had discussing guidelines and expectations, setting up a system of checks and procedures to help manage the student's attendance. But an agreement will be made between all parties as to the attendance of the student.
- 5) After the fifteenth full day (or the set number of days) of being absent a letter will go to the Cass County Attorney notifying them that the agreement has been broken and the fifteenth day has been reached.

e1. Late to the First Class of the Day. High School students who arrive at school late and miss 1/3 (25 minutes during a normal school day) or more of a class will be counted as absent for that class. The reason for the lateness will determine whether the absent will be categorized as excused or unexcused. The student must report to the office after 8:30 a.m.

e2. Tardy First Period: Students that are unexcused tardy to the first period will serve a ½ hour detention on their third unexcused tardy and then ½ hour for every subsequent one. Detentions will be served the day of the tardy in at all possible, latest the next day ½ hour before or after school. Any further delay than that will double the penalty and must be served at the next possible time before or after school (not during Saturday School). Unexcused tardies between classes will move you towards three and once you get there every tardy for the first block will get you another ½ hour (others have to accumulate to three).

e3) Unexcused Tardy: Slept in, car won't start, Dad/Mom didn't wake me, alarm didn't go off, I forgot my books, Finishing an assignment, had to work, stopped for breakfast, had to get gas, etc. IT DOES NOT MATTER IF A PARENT CALLS IN these, and excuses like these, are still unexcused. You get three before you have to serve a detention.

f. Truancy: Students receiving unexcused absences that are not called in by the parent are considered truant and may be subject to disciplinary action such

as detention or Saturday School. Truancy is defined as missing 20% of school days in a grading period per state law.

g. Unexcused Tardies. An unexcused tardy is defined as entering the classroom after the bell has rung and does not have a pass or admit stating the tardy is excused. Three unexcused tardies will result in 1/2 hour to be served at the earliest possible time before or after school.

h. Make-up Work. Any student not completing work to the satisfaction of the teacher, and/or not completing work within the time limits, shall receive a failing grade for the portion of the work deemed not satisfactory or not timely. All makeup work assigned to a suspended student will be due upon reentry. Make-up work time allotment for extended illness will be handled on an individual basis. Students with unexcused absences will not be allowed to make up work.

i. Wednesday Study Table: Students who have missing work in the gradebook as of Monday at 4 p.m. may be requested through email (parents as well) to attend Study Table on Wednesday from 1:30 - 2:25. Students need to check in and will be monitored for work completion.

### **III. SURVEILLANCE**

The building and parking lot is equipped with surveillance cameras that are on 24 hours a day, 7 days a week, recording activities in all hallways, at all doors, the gym, on the roof and in the parking lot. Each month's activity is stored on the machine. If a student has a concern about harassment in the hallways, items stolen, or anything else that happens within the camera's range we have a possibility of using the recorded data to help solve these problems. We may not have time to consider all requests, depending on the severity of the incident and/or items stolen. The more specific the time-frame, the better chance we can check for the student.

### **IV. FOOD AND DRINKS**

Pop is not allowed in the classrooms. Water and other "healthy" beverages are allowed in the halls/general areas and in classrooms as instructed by the teachers. Food should be consumed only in the commons area. Teacher classroom rules that are stricter than listed above are always in effect. Teachers and administrators have the right to confiscate pop and food items if necessary. Teachers may also allow items on an occasional basis. Bottles and trash should be disposed of in the proper receptacles.

### **V. CLOSED CAMPUS**

A closed campus will be observed at CAM Jr./Sr. High School. Students leaving the campus without school permission and properly signing out will be subject to disciplinary action. If a student wishes to leave the building for any reason, check with the office. It is not recommended that students request to go uptown



to run errands that could be done outside school hours. Requests will be considered on an individual basis and may or may not be granted.

Sign-out/Sign-in – Students must sign out and sign in each day they leave and when they return to the building during school hours.

Privileges suspended or revoked – If a student takes advantage of this privilege, violates school policy he/she may have open campus privileges suspended or revoked permanently by the administration.

Privilege suspended due to academic performance: If a student receives a “U” for a grading period from IWCC they will have their open campus privilege suspended until he/she can demonstrate they are getting at least a “C”. If they are failing another course taken at CAM High School, or are a junior and score NON-proficient on one of the core Spring Iowa Assessments tests, their privilege will be suspended indefinitely.

## **VI. DRIVING TO SCHOOL**

Students will be permitted to drive to school. Students driving on a school permit will be given special instructions by the Superintendent or Principal. Students driving cars or other licensed vehicles to school are to use the parking lot on the east side of the high school building. They are to park the vehicle immediately upon arrival at school and should not move them or go to them during the time that classes are in session, between classes, or while on lunch break, without permission from the principal's office. Cautious driving habits are to be practiced in the vicinity of the school and parking area. This privilege may be revoked if driving habits are poor on grounds or use of a student permit is abused.

## **VII. PERSONAL APPEARANCE**

Students are to dress appropriately for school. What is legally permitted in public may not always be educationally acceptable at school. Students may not wear clothing with pictures, words, or slogans that are racist, derogatory, or that infer, suggest, hint, or imply an obscenity, sexual innuendo, or depict beer, tobacco, drugs, or alcohol, or brands or slogans that are associated with them. Shirts must come down far enough to meet the beltline (**no bare Midriffs**), undershirts, muscle shirts, spaghetti strap shirts, hats, hoods, =====and short shorts are not allowed.

## **VIII. CELLPHONES**

**Philosophy:** Cell phones are here and are a part of everyone's day. We need to learn to manage cell phones and not stow them away and pretend students do not carry them. Students are trusted to use cell phones in between classes and during lunch. Failure to follow these rules may result in phone confiscation and or other disciplinary action.

### **Rules:**

- 1) Students may have cell phones in the high school, but are expected to have them off or on vibrate between 8:25 a.m. and 3:30 p.m. which includes lunchtime and at all times in the classroom. **Cell phones will not be visible during class time.** Students may use cell phones during passing time and lunch. Jr. High students will not be allowed to carry cell phones in the Jr./Sr. High School, but can have them in their locker.
- 2) **CELL PHONES WILL NOT BE VISIBLE DURING CLASS PERIOD TIMES!**
- 3) **Students will not record, or video live without all students involved AND the teachers permission in the building anywhere. This includes applications such as SNAPCHAT, INSTAGRAM, or any other web based AP or service.**
- 4) Students may go to the office during class to use their cell phones if necessary and approved by the supervising teacher.
- 5) If any staff member asks for a student's phone the student must quickly turn it over without argument or discussion. The teacher or staff member will not check the student's phone and notify the at-risk teacher, principal or principal's secretary that they have confiscated the phone.
- 6) **May not be used in locker rooms and bathrooms.**
- 7) Teachers will give phones back to students at the end of the class period and document the incident. The Principal, At- Risk teacher and PBIS Committee will apply the below consequences.

**Level 1 – VISIBLE, unintentional**

**Any Staff member**

- Visible, phone is powered on, the student has it out for no reason AND it was a disruption to class. Student is in a texting position.

**Consequence - Teacher**

- 1) Staff members can apply classroom management techniques which includes ultimately asking for the phone and the student hands it over immediately. Teacher keeps it and holds it for the remainder of the period, uses JMC to document it as a minor cellphone violation.

**Level 2 – Minor Disruption**

**Any Staff member**

- Students bring attention to themselves with their cell phone, the phone rings, has been asked to put away (without it being taken) and it's out again. Student is seen calling or texting or has a posture associated with texting in the classroom and has been asked to sit up and has resumed position. Any cell phone attributed activity that the teacher deems a minor disruption will result in confiscation and the phone being sent to the Office and the violation being documented.
- Could be a live or recorded video without teacher/student approval in the building.
- Picture taking of self or with students in the locker room or bathroom not involving inappropriate activity.

### **Consequences Progression – Teacher, Principal**

Cell phone is taken, teacher holds it to the end of the period and documents the incident immediately AND contacts Principal immediately.

- a. 1<sup>st</sup> violation – taken by Principal and will get back at the end of the day or if late enough in the day will be held the next day
- b. 2<sup>nd</sup> & 3<sup>rd</sup> violation – Student's parent comes to get cell phone.
- c. 4<sup>th</sup> violation – Same as 2<sup>nd</sup> & 3<sup>rd</sup>. Student loses cell phone privileges for five school days and will have to check their phone in the office or demonstrate it is in their car and/or not on them. A meeting is held with parents when they come to get the phone.
- d. 5<sup>th</sup> or greater violation – Same as 4<sup>th</sup> except five more days added to privileges.

### **Level 3 – Major Disruption - Principal**

- Student refuses to give up the phone to the teacher or the teacher's request to go to the Office with the phone.
- Student uses phone to cheat or plagiarize.
- Student sends bulk text or uses phone to continually disrupt class or school activities in a non-threatening way.
- Cell phone contains information in texts or pictures that indicate Good Conduct Policy violations.
- Other disruption, the teacher handles and the At-Risk Teacher/Principal deems major.

### **Consequences**

- ISS for two days plus 10 school day suspension of cell phone privileges.
- Meeting/call with parents and student.
- Will count towards minor cellphone violation progression.

#### **Level 4 – Safe Environment –**

#### **Principal & Superintendent**

- Cell phone is used to:
  - i. deliver threats or intimidate.
  - ii. Harass sexually or otherwise
  - iii. Distribute inappropriate literature
  - iv. Contain inappropriate pictures
  - v. For extortion purposes
  - vi. Distribute indecent photos
  - vii. Make false reports
  - viii. Any activity prohibited by Iowa statutes.
  - ix. Take photographs in locker rooms or bathrooms of unknowing subjects or of undressed individuals (or other inappropriate subject matter).

#### **Available Consequences:**

- Out of school suspensions (short and long)
- Alternative educational placement
- Expulsions (semester or year)

#### **VIIIb. Other electronic devices**

iPods and other music devices or video games will be treated just like cell phones where applicable. Teachers may have additional punishments if any electronic device is used in their room.

#### **IX. LUNCH ACCOUNT BALANCE**

Students will receive notice when their account is overdrawn. If the account reaches a negative balance, the student will not be allowed to charge any more hot lunches until funding is in his/her account.

#### **X. LUNCH MONEY DEPOSIT**

Lunch money must be deposited in lunch accounts before 8:30 a.m. in order to get credit for that day's lunch.

#### **XI. PARENTAL MESSAGES TO STUDENTS**

We would like to discourage messages to students while they are in school unless the message is important. Under no circumstances will students be called for "social" phone calls. Messages from parents will be delivered as soon as practical, if possible, and in the case of an emergency, students will be called to the phone. Use of texting is recommended as long as students check at appropriate times.

## **XII. PERSONAL/PHYSICAL CONTACT (PDA)**

The administration and staff will not tolerate physical contact of the following kind while at school or any school activity (i.e. excessive hugging, kissing, body pressing, sitting on laps, etc.). If an infraction of this rule occurs, the reprimand will be as follows: first offense- the teacher will talk to the students; second offense-teacher and principal talk to the student. Third offense - discussion of the problem with the parents involved; and Fourth offense -suspension.

## **XIII. HEALTH SERVICES**

### **Student Personnel/Injury or Illness at School**

Students who become ill or are injured at school will be given available first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to the disposal of the case (what to do next). When the parent has no telephone or cannot be reached, the ill or injured child may be transported home, to the hospital, or to a doctor's office by a member of the school staff.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.

The Board assumes no responsibility for medical treatment of students. It shall be the policy of the District that no medications shall be taken by or administered to students at school except under the following conditions:

- a. Written authorization of the parent or guardian shall be on file in the principal's office. For prescription medications, written authorization from a physician for the District to administer prescription medications shall also be on file in the principal's office. The pharmacy labeled bottle may serve in lieu of the doctor's signature.
- b. Only nurses or employees who have completed training in medication administration shall administer the medication.
- c. All medication shall be administered in the office when possible. No medication is to be kept by the students in their desks, lockers, or on their persons.
- d. Prescribed medications shall be stored in the office area in a secure place in their original containers with a detailed label or authorization form clearly showing the student's name, date prescribed, name of the medication, dosage, times for administration, expiration date, prescribing physician, any special storage or administration procedures and any anticipated reactions. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

e. Nonprescription medications shall also be stored in the office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the student's name, the name of the medication and the dosage. Telephone authorization will serve as permission, but must be confirmed by a written authorization within two school days. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

f. Acute cases, such as asthma, diabetes and seizures will be handled individually.

g. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of the administration and any reactions.

#### **XIV. INTERNET POLICY**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value or inappropriate.

Employees and students will be instructed on the acceptable use of the Internet. Should there be inappropriate accesses, Internet usage will be terminated for those involved for a definite period of time.

An acceptable use policy has been distributed and you will be required to sign at registration.

#### **XV. IOWA AEA ONLINE SERVICES**

Through our Area Education Agency students, parents and faculty have free access to many online websites to help with school work and learning. Information on how to use the sites can be obtained online or in the high school office.

Consult the Office or the Library for available services and current logins.

## **XVI. LIBRARY**

1. The library will be a quiet place for study, research, computer use, and reading.
2. Books from the general collection may be checked out and renewed, if necessary. Books needed for required reading in English classes may be checked out for one quarter. Research material checked out for term papers will be due on the same date as the paper. Reference materials and magazines are to be used in the library. These materials may be taken to a classroom for one class period with permission from the librarian.
3. Appropriate behavior will be expected at all times.
4. Students will need a pass to enter the library from a class.  
Students with overdue materials will not be allowed to check out more library materials until the overdue materials are returned, renewed, or paid for if lost. When materials become more than two weeks overdue and the student has been notified, the student will not be allowed to use the library until the overdue materials are returned, renewed, or paid for if lost.
5. Students may use the library for college classes and online college classes as allowed by the IWCC on site coordinator.

## **XVII. LOCKERS**

All students in grades 7-12 have been assigned a hall locker. During the school day when lockers are not in use each student is responsible for keeping his/her locker shut. Lockers will have locks if requested. It is highly recommended that students put locks on their lockers. It is the student's responsibility to keep his/her combination from becoming known by other students. There will be a fine if the lock and locker are not kept in good condition. Students will be assessed a fine of \$4.00 if they do not return their lock at the end of the school year. Lockers are held in joint occupancy of the student and the school with both parties possessing equal rights to access.

All desks and lockers in the school buildings are the property of the CAM Schools and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. Food items and liquids (i.e. pop, juice, etc.) are not to be in lockers or in the halls. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items contraband. Items of contraband include non-prescription controlled substances (such as marijuana, cocaine, amphetamines, and barbiturates), apparatus used



for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances.

### **XVIII. RELEASE OF STUDENT INFORMATION**

We will follow all FERPA regulations in regards to the release of student's information.

### **XVIX. RESPECT FOR PERSONAL AND SCHOOL PROPERTY**

Students will be held responsible financially for any willful damage, or damage as a result of "horse play", to any school or personal property. In addition, disciplinary action may be taken.

### **XX. SAFETY DRILLS**

Fire, lockdown (active shooter) and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills. Fire drills are held normally twice each semester. The fire alarm is a continuous blast of the emergency horn. Each teacher will explain your procedures from the room when the alarm sounds. Never run, push, or crowd. Students in school fires are seldom burned, but are hurt because of panic which can ensue. Please refrain from talking when leaving and reentering the building. Students are expected to cooperate when roll is taken while outside the building.

Tornado drills will also be held during the school year. The tornado alarm is short, quick blasts of the class bell. In case a tornado or other disaster is imminent, always follow the directions of the instructor. Instructions for emergency procedures for fire or tornado are posted in every room.

Lockdown drills will consist of an announcement that the school is in lock down. Students outside of a classroom need to return quickly and the principal, custodian and at risk coordinator will do a hall, bathroom, locker room sweep and return students to proper classrooms.

(Active Shooter) - Students will not participate directly in active shooter training. Staff will be educated and run through drills (table top and direct) at least once per year.

#### **a. Tornado drills:**

**Signal** – The tornado signal sounds like high pitched, intermittent blasts

**Tornado or Drill:** At the sound of the tornado drill, students go to the locker rooms. Teachers will direct students to enter the Boys locker rooms, 9th-10th

into the boys JV locker room and the 11th-12th into the Boys varsity locker room. Stay in the locker room until directed to return to class (drill) or otherwise in an actual tornado.

**All clear:** Come out when you hear an announcement or are verbally asked to come out and report to the Principal who's missing (or that everyone is there). If your area is damaged, have able students go to a specific area and determine who is missing or not able.

#### **b. Fire evacuation:**

##### **Fire Alarm signal:**

**Procedure:** Walk quietly to the door and out the indicated exit (nearest as posted by sign in room) that is not obstructed by fire. Walk to the far side of the parking lot away from the school building. If you have to exit out the back, take a long route away from the building to the opposite side of the parking lot. Assemble in classes, seniors closest to the press box on the north side then juniors, sophomores, freshmen. Be ready to answer roll call and do not leave the area.

**Teachers:** Upon hearing the signal, grab your full graduating class lists and a writing instrument. Walk to the far end of the parking lot and gather with the class you are a sponsor of. Between the sponsors take roll call. As soon as you've gone through roll, get a list of students unaccounted for to the Principal. Keep track of your class as there could be a bomb threat and we're going to transport all students to locations or if there is a fire we'll have to transport students away from the building.

**Secretary:** Get the list of "students out of the building" and an absence report and bring outside. Give to the Principal.

#### **c. Lockdown**

**Signal** - Announced over the intercom. Students will stay in classrooms with teachers who lock doors from inside and utilize door jamming technology. Principal, At-Risk and Custodian will perform a building sweep and return any students who are outside the classroom.

**Teachers** - Review the requirements of lock down. No one leaves, no one enters without word from the Principal, custodian or At-Risk teacher until further notice. If an Active Shooter lockdown, use information to apply A.L.I.C.E. strategies.

## **XXI. SCHOOL CLOSINGS**

If school is to be closed due to weather or mechanical problems, those announcements will be made via JMC, posted online and on stations KMA 960 Shenandoah, KJAN 1220 and KSOM 96.5 Atlantic. A JMC "All-Call" call will go out to all phones identified to receive calls, emails and/or texts at registration or otherwise for numbers that were identified as receiving "Emergency/Weather" related calls.

**IWCC and Bad Weather:** Students taking dual credit classes are exempt from attending (if due to weather) at no penalty from the professor. However it is the student's responsibility to obtain any information missed in class by calling the professor or a student that was in attendance.

All extracurricular activities, events, practices, rehearsals, meetings, and competition to be held will be determined by the school administration. Compulsory attendance will not be required by any student member. Distance to be traveled, location of the event, time of the event, weather forecast, means of transportation, and numbers involved would be factors to consider when making the above decisions. As a general rule the events will not be held unless weather conditions significantly improve (or the impending severity was greatly overestimated by local weather stations) and if there is no announcement on the status of games/practices it is to be assumed THEY WILL NOT BE HELD.

## **XXII. SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

### **XXIII. PROTECTIVE DEVICES REQUIRED**

Every student and teacher in CAM Schools who participates in any of the following courses must use required protective devices:

1. Vocational or industrial arts shops, Art, or laboratories involving experience with any of the following:
  - a. Hot molten metals.
  - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.
  - c. Heat treatment, tempering, or kiln firing of any metal or other machines.
  - d. Gas or electric arc welding.
  - e. Repair or servicing any vehicle.
  - f. Caustic or explosive materials.
  
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemical or hot liquids or solids when risk is involved.

Every student and teacher shall wear industrial quality eye protective devices at all times while participating and while in a room or other enclosed area when others are participating in any phase or activity of such course which may subject the student or teacher to the risk or hazard of eye injury from the materials or processes used in said course. Visitors to such shops and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of the teacher or other person supervising the students in said courses to see that the above requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participating in said course and the registration of a student for such a course may be canceled for willful flagrant or repeated failure to observe the above requirements.

Safety devices may be paid for from the general fund but the board may require students and teachers to pay for said devices and shall make them available to students and teachers at no more than the actual cost to the district.

**XXIV. STUDENT EXPENSES**

a. Textbooks: Book fees are charged to help pay the cost of textbooks. Please take care of these books as they represent a large investment in tax dollars. Students will be required to use book covers on all hardbound books. Normally, a book should last five years. At the end of the school year, students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. Book Fines will be as follows:

Lost Book	---	Replacement cost of book
Broken Back	---	\$10.00
Damaged	---	\$10.00
Excessive Writing	---	\$.25 per page
Torn Covers	---	\$8.00
Torn Pages	---	\$.50 per page
Cover corners bent	---	\$.25

The payment of all fees and fines is part of the course requirements.

b. Activity Passes: Students and parents may buy year long activity passes to all home CAM sponsored events. These passes provide great savings to families who attend over 30% of the home activities. They are not good at other schools or for admission to state sponsored district and sub-state events held at CAM High School. You can buy season passes at the High School Office.

- Student Year pass - \$0**
- Adult Year pass - \$125**
- Family Year Pass - \$225**
- (All include baseball/softball)**
- Senior Citizens 65 & Older - \$0 Still need to scan a code for non-state games per bound guidelines**

c. Drivers Education: Students at CAM High School will be charged \$TBA for driver’s education; \$TBA if you are on reduced; and free (you must pay up front and receive the money back at the completion of the course) if you receive free lunches.

**Family Lunch Account Policy**

It is extremely important for parents and staff to keep a positive balance in their lunch accounts. Notifications will be given to students and/or emailed to parents each Monday for accounts that have a negative balance. Parents may also check lunch account balances through the JMC online parent access program linked to the school website (camcougars.org), and we encourage you to do so. When accounts reach a negative balance of \$25.00, students will not be allowed to receive seconds until the balance has been taken care of. Parents may also be notified as needed during the week if accounts become negative.

e. Registration: \$44 per student.

f. Student Insurance: All students who are participating in athletics must carry insurance before they are allowed to practice or to play. Inquire at registration or with the office about insurance if needed..

#### **XXV. OFFICE TELEPHONE**

The office telephones are for the use of school personnel, and by students for emergency purposes only. Incoming messages from parents will be delivered as soon as possible if the student is available. Cell phones as necessary, or via text, with permission and cell phones can be used at lunch and between classes.

#### **XXVI. THEFT REPORTS**

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in a safe place until they can be taken home. If a student experiences a theft, please report it to the principal and then local or county authorities. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies.

#### **XXVII. USE OF FIRE AND SAFETY EQUIPMENT**

Students who see a fire or other hazardous situation are to call the nearest teacher immediately. If the situation requires use of extinguishers and/or the fire alarm, and teachers are not present, the student(s) involved should immediately report, or send someone to the office to report, on the condition, location of the problem, students involved and other pertinent data. Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

#### **XXVIII. VISITORS**

We ask that all visitors check in with the office for a visitor's pass. In addition, any person who is out of school and has business with a student here is asked to wait until after school hours to take care of that business. If he/she has business, which pertains to school, we will obviously be glad to accommodate that person as long as he stops by the office first to discuss that business.

Even if permission is granted the Principal reserves the right to send the visitor out of the building if he/she has caused too much of a disruption or has been a discipline issue. The parents of the student who is hosting the visitor may be responsible for getting the student.

**XXVIV. Homeless Definition:**

*“Homeless child or youth”* is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

# Positive Behavioral Intervention Supports (PBIS)



## CAM Jr./Sr. High School 2024-2025

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”



## **POSITIVE BEHAVIORAL INTERVENTION SUPPORTS (PBIS)**

- I. **EXPECTATIONS:** All students will follow the Cougar Traits by showing Responsibility, Respect, Caring and Citizenship (R2C2).
  
- II. **POSTERS:** Posters will be hung in all areas stating the expectations for each area. The students will be taught exactly what is expected of them in each area. Each classroom will also hand the individual teacher's classroom rules as well as the Cougar Traits expectations.
  
- III. **REINFORCEMENT SYSTEM:** Staff members will reward students who are exhibiting the "Cougar Traits" with a coupon stating which of the four traits they were caught doing correctly. Staff will be encouraged to reward them as much as possible. Students must submit the coupons and they will be given credit for the coupon - which they can redeem for prizes and privileges. (ex: 10 coupons = a free water, ice cream etc.) The staff will strive to give out 5 coupons for every blue slip/punishment (5:1 ratio good to bad enforcement).
  
- IV. **COMMUNITY SUPPORT:** Businesses have also been encouraged to reward students with coupons for exhibiting these (R2C2) behaviors as well. Letters and coupons are sent out each Fall. If you have a business that wasn't contacted please call the school and request the materials.
  
- V. **PBIS DAY:** Once a year the school will devote a day towards working on the four Cougar Traits by bringing in speakers in each of the four areas to get students more information and more involved with real-life examples. This day is generally in the spring.
  
- VI. **ALT SCHOOL ROOM/CELP ROOM:** This room is used for a variety of purposes. It is utilized for students who may need to have alternative modes of learning from the regular education classroom (that are not serviced by the special education department); credit recovery using Acellus, ICA or other means is available for students who need to recover grades because they either failed or withdrew from a class. It is also utilized for discipline reasons if a student needs to be removed from class.

# Educational Equity Statement

It is the policy of the CAM Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Barry Bower, 712-762-3231 [bbower@cam.k12.ia.us](mailto:bbower@cam.k12.ia.us)

## Complaint Procedure

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

- Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
- If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
- Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
- Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
- The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

## In the event the investigator finds:

A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:

- By the investigator with the Complainant and the Respondent; and
- By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action
- If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
- The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm this decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

## **Legal References**

### **Board Policies**

#### **Legislation**

Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973  
American Disabilities Act of 1990

# Bus Behavior



## CAM Jr./Sr. High School 2024-2025

### **Mission of the CAM Community School District**

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## **CAM Schools Bus Behavior**

Students are expected to follow the Cougar Traits of Responsibility, Respect, Caring and Citizenship while riding school buses. Bus drivers have complete control and authority of all actions and behavior on the buses. Students will be expected to follow all instructions and requests given by drivers without arguing. Violations of this policy will be reported by drivers to the building principal. Consequences will then be enforced by administration based on these recommendations.

### **Level 1 Behaviors: Bus Driver**

- Not sitting in seat
- Moving from seat to seat
- Food or drink on the bus
- Throwing items
- CD players/radios used without headphones (no external speakers)

### **Level 1 Consequences: Bus Driver**

- Assigned seats
- Conference with student(s)
- Conference with parent
- May suspend student for 1 day with administrative approval
- Repeated offenses may move to level 2 consequences with administrative approval

### **Level 2 Behaviors: Drivers/Administration**

- Swearing
- Fighting
- Harassment of student(s) (verbal, physical, sexual)
- Arguing and showing disrespect to a driver
- Vandalizing the bus
- Opening emergency exits without proper cause
- Violation of any other safety rules and/or discipline policy
- Repeated violations of bus and school rules/policies

### **Level 2 Consequences: Driver/Administration**

- Permanent seating assignment
- Suspension from riding school transportation
- Short-term suspension from school
- Long-term suspension from school
- Expulsion from remainder of the semester or calendar year

### **Level 2 Minimum consequences for Suspensions**

- First Offense: Suspension from all school transportation for 1 to 5 school days
- Second Offense: Suspension from all school transportation for 5 to 10 school days
- Third Offense: Referral to Superintendent (Conference with Parent/Student required)

# Schedules & Tech Info



## **CAM Jr./Sr. High School 2024-2025**

### **Mission of the CAM Community School District**

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### **CAM Jr./Sr. HIGH SCHOOL BELL SCHEDULE**

**REGULAR SCHEDULE  
MONDAY, TUESDAY, THURSDAY, FRIDAY**

8:30 – 9:13	1 <sup>st</sup>	43
9:16 – 9:59	2 <sup>nd</sup>	43
10:02 – 10:45	3 <sup>rd</sup>	43
10:48 – 11:31	4 <sup>th</sup>	43
11:34 – 12:43	5 <sup>th</sup> /Lunch	69
11:34 - 11:59	A Lunch	25
12:02 - 12:45	A Class	43
11:34 - 12:17	B Class	43
12:20 - 12:45	B Lunch	25
12:48 - 1:31	6 <sup>th</sup>	43
1:34 – 2:17	7 <sup>th</sup>	43
2:20 - 3:03	8 <sup>th</sup>	43
3:06 - 3:25	Seminar	19
	(Massena Bus Students)	

**Lunch**

**A Lunch -**

**B Lunch -**

**2-HOUR WEDNESDAY EARLY RELEASE**

8:30 – 8:58	1 <sup>st</sup>	28
9:01 - 9:29	2 <sup>nd</sup>	28
9:32 - 10:00	3 <sup>rd</sup>	28
10:03 - 10:31	4 <sup>th</sup>	28
10:34 - 11:02	5 <sup>th</sup>	28
11:05 - 11:55	6 <sup>th</sup>	
11:05 - 11:30	A-Lunch	25
11:30 - 11:55	B Lunch	25
11:58 - 12:26	7 <sup>th</sup>	28
12:29 - 12:57	8 <sup>th</sup>	28
1:00 - 1:30	Seminar	30
	(Massena Bus Students)	

**2-HOUR LATE START**

10:30 - 10:58	1st	28
11:01 - 11:29	2nd	28
11:32 - 12:32	3rd	50
11:32 - 11:57	A-Lunch (B Class)	25
11:57 - 12:22	B Lunch (A Class)	25
12:25 - 12:53	4th	28
12:56 - 1:24	5th	28
1:27 - 1:55	6th	28
1:58 - 2:26	7th	28
2:29 - 2:57	8th	28
3:00 - 3:30	Seminar (Massena Bus Students)	30

**Exhibit A**  
*CAM Community School District*  
**ACCEPTABLE USE POLICY**

The primary goal of CAMCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Lab equipment is reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of CAMCSD computers and network resources. Network Resources refers to all aspects of CAMCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of CAMCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto CAMCSD computers; to copy CAMCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."



**Responsibility for Property:**

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

**File Sharing and File Sharing Programs:**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File Sharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

**Discipline:**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students' use of technology restricted and or revoked. Any student who continually does not bring their laptop to school will lose the privilege of taking the computer home each day.

**Legal Issues and Jurisdiction:**

Because CAMCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CAMCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

**Disclaimer:**

CAMCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the CAM Community School District. While CAMCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CAMCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, CAMCSD account holders take full responsibility for their access to CAMCSD's network resources and the Internet. Specifically, CAMCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

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**Student** — I have read the terms and conditions. I understand and will abide by the stated terms and conditions for the CAM Community School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian** — (If the applicant is under the age 18, a parent or guardian must read and sign this agreement.) As the parent or guardian of this student, I have read the terms and conditions for use of the Internet access and technology use. I understand that this access is designed for educational purposes and the CAM Community School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the CAM Community School District to restrict access to all controversial materials and I will not hold them responsible for materials that students may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue accounts for the student named above and certify that the information contained on this form is correct.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Evening Phone Number \_\_\_\_\_

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**Exhibit B**  
*CAM Community School District*  
**CHROMEBOOK USE AGREEMENT**

***Please read this entire section carefully.***

This agreement is made effective upon receipt of computer, between the CAM Community School District (CAMCSD), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “Computer”) for use while a student is at CAM Community School District, hereby agree as follows:

## **1—Equipment**

**1.1 Ownership:** CAMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, CAM administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, power adapter and other miscellaneous items. CAMCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Computer is inoperable, CAMCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-CAMCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

## **2—Damage or Loss of Equipment**

**2.1 Insurance and deductible:** CAMCSD has purchased insurance which provides the broadest perils of loss regularly available. However, the full repair fee will be billed to the Student and his/her family for intentional, blatant misuse or gross negligence of the laptop. Parents are encouraged to add the laptop to their homeowner’s or renter’s insurance policy.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed the following:

- Chromebook - up to \$250.00
- Laptop Bag - \$30.00
- Laptop Strap - \$10.00
- Charger - \$25.00

CAMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement. It will be the responsibility of the Student and Parent to file a police report.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at CAM or at a CAM sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** CAMCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

### 3—Legal and Ethical Use Policies

**3.1 Monitoring:** CAMCSD will monitor computer use while on campus using a variety of methods – including electronic remote access – to assure compliance with CAMCSD’s Legal and Ethical Use Policies.

**3.2 Legal and Ethical Use:** All aspects of CAMCSD Computer Use Policy remain in effect, except as mentioned in this section.

**3.3 Filesharing and Filesharing Programs:** The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

**3.4 Allowable Customizations:**

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student is permitted to download music to iTunes, but cannot download or install any other

software without permission from the CAMCSD Technology Director. Students should regularly backup their iTunes library.

**3.5 Proxy Servers and Other Anonymizers:** The Student shall not bypass the filtering service and such violation could result in removal or suspension of technology privileges.

# Mission Statement & Student Learning Goals



## **CAM Jr./Sr. High School 2024-2025**

### **Mission of the CAM Community School District**

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

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“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

### **CAM Student Learning Goals:**

- 1. Each student of the CAM Community School District will demonstrate improved proficiency in reading comprehension.**
- 2. Students of the CAM Community School District will demonstrate skills in science necessary to enter into an individual student’s career pathway.**
- 3. Each student of the CAM Community School District will develop skills necessary to be a respectful, responsible, contributing citizen in his or her community.**
- 4. Each student of the CAM Community School District will become more proficient in 21<sup>st</sup> Century Skills necessary for success in his or her tomorrow’s world.**