

**CMS**

**HANDBOOK**

**2026-2027**

### Equal Opportunity at Cherokee Community Schools

The Cherokee Community School District offers career and technical programs in the following service areas: Business Education, Health Occupations Education, Family and Consumer Sciences Education, and Industrial Education. It is the policy of Cherokee Community School District not to discriminate on the basis of race, color, national origin, creed, socioeconomic status, religion, sex, marital status, age, sexual orientation, gender identity, or disability in educational programs or employment. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Jeff Siebersma, Equity Coordinator

600 W. Bluff Street, Cherokee, IA 51012

(712) 225-6767 or [jsiebersma@ccsd.k12.ia.us](mailto:jsiebersma@ccsd.k12.ia.us)

# Table of Contents

Student Registration and Enrollment.....	5
School Calendar.....	6
Daily Academic Schedule.....	7
School Day – Arrival and Departure.....	7
Attendance.....	7
Homework Policy.....	10
Dual Enrollment.....	10
Bicycles/Mopeds/Vehicles.....	12
Book Fines.....	12
Breakfast & Lunch Program.....	12
Conferences.....	12
Cell phones, wireless headphones, & smart watches.....	13
Field Trips.....	13
Health Program.....	14
Library.....	16
School Wellness Policy.....	17
Technology: Internet Policy.....	17
Technology: 1-to-1 Chromebook Program.....	18
Transportation.....	19
Bullying/Harassment.....	20
Special Policies: Anti-Bullying/Harassment Policy.....	21
Temporary Removal from Classroom.....	22
Detention.....	22
Student Suspensions.....	22
In-School Suspension.....	22
Out-of-School Suspension.....	23
Tobacco-Free Campus.....	23
Search and Seizure.....	23
Special Policies: Student Conduct.....	25
Students transferring to Cherokee Community Schools while under another school's Good Conduct Rule .....	29

## CMS Staff

### 5th Grade Team:

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Lisa Hare - Language Arts - [lhare@ccsd.k12.ia.us](mailto:lhare@ccsd.k12.ia.us)

Nancy Ruhland - Social Studies - [nruhland@ccsd.k12.ia.us](mailto:nruhland@ccsd.k12.ia.us)  
Katie Leonard - Science - [kleonard@ccsd.k12.ia.us](mailto:kleonard@ccsd.k12.ia.us)

### 6th Grade Team:

Bob Lee - Math - [blee@ccsd.k12.ia.us](mailto:blee@ccsd.k12.ia.us)  
Jennifer Cook - Language Arts - [jcook@ccsd.k12.ia.us](mailto:jcook@ccsd.k12.ia.us)

Natasha Timmerman - Social Studies - [ntimmerman@ccsd.k12.ia.us](mailto:ntimmerman@ccsd.k12.ia.us)  
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Shauna Henke - Science - [shenke@ccsd.k12.ia.us](mailto:shenke@ccsd.k12.ia.us)

### 8th Grade Team:

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Collin Johnson - Social Studies - [cjohnson@ccsd.k12.ia.us](mailto:cjohnson@ccsd.k12.ia.us)  
Tyler Zeiman - Science - [tzeiman@ccsd.k12.ia.us](mailto:tzeiman@ccsd.k12.ia.us)

### Exploratory Team:

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Tyler Puettmann - 7-8 Choir - [tpuettmann@ccsd.k12.ia.us](mailto:tpuettmann@ccsd.k12.ia.us)  
Breeana De Vos - 5th Music - [bdevos@ccsd.k12.ia.us](mailto:bdevos@ccsd.k12.ia.us)  
Pam Barnes - 6th Choir - [pbarnes@ccsd.k12.ia.us](mailto:pbarnes@ccsd.k12.ia.us)

### Special Education Team:

Cindy Husman - [chusman@ccsd.k12.ia.us](mailto:chusman@ccsd.k12.ia.us)  
Colton Younie - [cyounie@ccsd.k12.ia.us](mailto:cyounie@ccsd.k12.ia.us)

Ami Burch - [aburch@ccsd.k12.ia.us](mailto:aburch@ccsd.k12.ia.us)  
Niki Morgan - [nmorgan@ccsd.k12.ia.us](mailto:nmorgan@ccsd.k12.ia.us)

### Office & Instructional Support Team:

Krista Miller - Principal [krmilller@ccsd.k12.ia.us](mailto:krmilller@ccsd.k12.ia.us)  
Brenda Haack - School Counselor [bhaack@ccsd.k12.ia.us](mailto:bhaack@ccsd.k12.ia.us)  
Kacee Christiansen -TAG [kchristiansen@ccsd.k12.ia.us](mailto:kchristiansen@ccsd.k12.ia.us)  
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Nicole Kruse - Administrative Assistant - [nkruse@ccsd.k12.ia.us](mailto:nkruse@ccsd.k12.ia.us)  
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Linda Ducommun - Curriculum/Testing/Tech Leader  
[lducommun@ccsd.k12.ia.us](mailto:lducommun@ccsd.k12.ia.us)

### Concerns

If you have a problem concerning your child at school, please contact the immediate school staff member involved. The faculty and administration appreciate you calling the school first about any complaint or other matter about which you want information. This will provide you with facts instead of rumors.

## Equal Educational Opportunity

Cherokee Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Cherokee Community School district's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is *Matt Malausky* and can be contacted at [mmalausky@ccsd.k12.ia.us](mailto:mmalausky@ccsd.k12.ia.us).

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695, FAX: 303-844-4303, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Cherokee Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Our AEA is responsible for this process. Parents wanting access should contact Krista Miller, CMS Principal.

## **Iowa Nondiscrimination Statement**

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

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, telephone number 303-844-5695, fax 303-844-4303, or email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

## **Student Registration and Enrollment**

Students and parents going through the enrollment and registration process with Cherokee Community School District for the first time must complete the following process: Register online through JMC - <https://ccsd.onlinejmc.com/>





# School Calendar

Cherokee Community School's calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

## 2026-2027 School Calendar

Days/Hrs. in classroom:  
**TOTAL DAYS/HRS**  
**175/1141.5**

### CALENDAR LEGEND

Begin	
Quarter	
Holiday/Vacation	
	

**We will dismiss at 1:00 on every Friday for Teacher Professional Development and Work Time.**

### HOLIDAYS:

Labor Day	(9/7)
Thanksgiving Day	(11/26)
New Year's Day	(1/1)
Martin Luther King Jr. Day	(1/18)
President's Day	(2/15)
Memorial Day	(5/31)

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2026					Student Days Hours	
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	5	32.5
31					6	6.9
<b>September 2026</b>					<b>39.4</b>	
	1	2	3	4	10	25.6
7	8	9	10	11	14	25.6
14	15	16	17	18	19	32.5
21	22	23	24	25	24	32.5
28	29	30			27	20.7
<b>October 2026</b>					<b>176.3</b>	
			1	2	29	11.8
5	6	7	8	9	34	32.5
12	13	14	15	16	38	27.6
19	20	21	22	23	43	32.5
26	27	28	29	30	48	32.5
<b>November 2026</b>					<b>313.2</b>	
2	3	4	5	6	53	32.5
9	10	11	12	13	58	32.5
16	17	18	19	20	63	32.5
23	24	25	26	27	65	13.8
30					66	6.9
<b>December 2026</b>					<b>431.4</b>	
	1	2	3	4	70	25.6
7	8	9	10	11	75	32.5
14	15	16	17	18	80	32.5
21	22	23	24	25	82	11.8
28	29	30	31			
<b>January 2027</b>					<b>533.8</b>	
				1		
4	5	6	7	8	86	25.6
11	12	13	14	15	91	32.5
18	19	20	21	22	95	25.6
25	26	27	28	29	100	32.5
<b>February 2027</b>					<b>650</b>	
1	2	3	4	5	105	32.5
8	9	10	11	12	109	27.6
15	16	17	18	19	113	25.6
22	23	24	25	26	118	32.5
<b>March 2027</b>					<b>768.2</b>	
1	2	3	4	5	123	32.5
8	9	10	11	12	127	27.6
15	16	17	18	19	132	32.5
22	23	24	25	26	136	27.6
29	30	31			138	13.8
<b>April 2027</b>					<b>902.2</b>	
			1	2	140	11.8
5	6	7	8	9	145	32.5
12	13	14	15	16	150	32.5
19	20	21	22	23	155	32.5
26	27	28	29	30	160	32.5
<b>May 2027</b>					<b>1044</b>	
3	4	5	6	7	165	32.5
10	11	12	13	14	170	32.5
17	18	19	20	21	175	32.5
24	25	26	27	28		
31						1141.5
<b>June 2027</b>						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		

August 10 – 14 - 1 Flex Day  
 August 17 – New Teacher Workshop  
 August 18-21 – Teacher Work Days  
 August 24 – First Day of School – Grades 2-12  
 August 24 – TK - 1 Intakes  
 August 25 – School Begins - TK – 1

Sept. 7 Labor Day (No School)

October 15 – P/T Conferences  
 October 16 – No School  
 October 23 – End of 1<sup>st</sup> Quarter

Nov. 25 – 27 Thanksgiving Break (No School)

Dec. 22 – 1:00 Dismissal  
 Dec. 22 – End of 2<sup>nd</sup> Qtr/1<sup>st</sup> Semester  
 Dec. 23 – 191<sup>st</sup> Day for Teachers (No School)  
 Dec. 23 – Jan. 4 Winter Break (No School)

Jan. 4 – No School – Teacher PD Day  
 Jan. 18 – No School – Teacher PD

Feb. 12 – No School – Collaborative PD  
 Feb. 15 – No School – Teacher PD

March 11 – P/T Conferences  
 March 12 – No School  
 March 19 – End of 3<sup>rd</sup> Qtr  
 March 26 – Good Friday – No School  
 March 29 – Easter Monday – No School

May 16 - Commencement  
 May 21 – Last Day of School – 1:00 Dismissal  
 May 24 & 25 – Teacher Work Day  
 May 31 – Memorial Day

## Daily Academic Schedule

Cherokee Middle School will open our doors at 7:40 a.m. for breakfast. Students will wait outside in the wellness area until 8:00 when they will go to their TA until classes start at 8:05. Students will be dismissed at 3:20 p.m. at the end of the day.

### Regular 3:20 Dismissal

## CMS 2026/2027 Schedule

5th Grade			
20	1	8:05-8:25	TA
52	2	8:28-9:20	Core #1
52	3	9:23-10:15	Core #2
20	4	10:18-10:38	WIN
26	5	10:41-11:07	Core #3
		11:10-11:30	Wellness
		11:30-11:50	Lunch
26	5	11:53-12:19	Core #3 Cont.
40	6	12:22-1:02	Band M, T, Th
53	7	1:05-1:58	Core #4
35	8	2:01-2:36	Exploratory 1
35	9	2:39-3:15	Exploratory 2

6th Grade			
20	1	8:05-8:25	TA
50	2	8:28-9:18	Core #1
50	3	9:21-10:11	Core #2
50	4	10:14-11:04	Core #3
		11:05-11:25	Lunch
		11:25-11:35	Wellness
27	5	11:38-12:05	WIN
35	6	12:08-12:43	Exploratory 1
35	7	12:46-1:21	Exploratory 2
40	8	1:24-2:04	Band (M, W,F)/Choir (T, Th) (Band Room) Study Hall
50	9	2:07-2:57	Core #4
		3:00-3:15	Wellness

7th Grade			
20	1	8:05-8:25	TA
21	2	8:28-8:49	WIN
35	3	8:52-9:27	Exploratory 1
53	4	9:30-10:23	Core #1
53	5	10:26-11:19	Core #2
35	6	11:22-11:57	Exploratory 2
		12:00-12:20	Wellness
		12:20-12:40	Lunch
53	7	12:43-1:36	Core #3
53	8	1:39-2:32	Core #4
40	9	2:35-3:15	Band (M, W,EOF)/Choir (T, Th, EOF) (Band Room) Study Hall

8th Grade			
35	1	8:05-8:40	Exploratory 1
20	2	8:43-9:03	TA
53	3	9:06-9:59	Core #1
35	4	10:02-10:37	Exploratory 2
53	5	10:40-11:33	Core #2
		11:36-11:56	Wellness
		11:56-12:16	Lunch
53	6	12:19-1:12	Core #3
53	7	1:15-2:08	Core #4
21	8	2:11-2:32	WIN
40	9	2:35-3:15	Band (M, W,EOF)/Choir (T, Th, EOF) (Band Room) Study Hall

### Friday 1:00 PM Dismissals

## CMS 2026/2027 1:00 Dismissal Schedule

5th Grade			
15	1	8:05-8:20	TA
40	2	8:23-9:03	Core #1
40	3	9:06-9:46	Core #2
20	4	9:49-10:09	WIN
40	5	10:12-10:52	Core #3
20	5	10:55-11:15	Core #4
		11:15-11:30	Wellness
		11:30-11:50	Lunch
19	6	11:50-12:09	Core #4 Cont.
20	7	12:12-12:32	Exploratory 1
20	8	12:35-12:55	Exploratory 2

6th Grade			
10	1	8:05-8:15	TA
35	2	8:18-8:53	Core #1
35	3	8:56-9:31	Core #2
35	4	9:34-10:09	Core #3
20	5	10:12-10:32	Exploratory 1
20	5	10:35-10:55	Exploratory 2
7	6	10:58-11:05	WIN
		11:05-11:25	Lunch
		11:25-11:35	Wellness
9	7	11:35-11:44	WIN
35	9	11:47-12:22	Core #4
30	9	12:25-12:55	Band/SH

7th Grade			
10	1	8:05-8:15	TA
15		8:18-8:33	WIN
20	2	8:36-8:56	Exploratory 1
30	3	8:59-9:29	Band (M, W,EOF)/Choir (T, Th, EOF) (Band Room)
34	4	9:32-10:06	Core #1
34	5	10:09-10:43	Core #2
34	6	10:46-11:20	Core #3
34		11:23-11:43	Exploratory 2
19		11:46-12:05	Core #4
		12:05-12:20	Wellness
		12:20-12:40	Lunch
15		12:40-12:55	Core #4

8th Grade			
20	1	8:05-8:25	Exploratory 1
10	2	8:28-8:38	TA
15		8:41-8:56	WIN
30	3	8:59-9:29	Band (M, W,EOF)/Choir (T, Th, EOF) (Band Room)
20	4	9:32-9:52	Exploratory 2
34	5	9:55-10:29	Core #1
34	6	10:32-11:06	Core #2
34	7	11:09-11:43	Core #3
		11:43-11:56	Wellness
		11:56-12:16	Lunch
36	8	12:19-12:55	Core #4

## Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Cherokee Community School District's education program and accomplish the student's educational objectives. Although Cherokee Community School District believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the middle school office. If the student is returning to school during the school day, the student must bring a doctor note or have a parent call or walk in with the student prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

## Excused Absences

Students or parents of minor students who know they will be absent must notify Nicole Kruse, administrative assistant, in advance of the absence. Absences approved by Mrs. Miller are considered automatically excused absences. Excused absences include but are not limited to illness, family emergencies, recognized religious observances, school activities, family trips, or other family circumstances. It is the student's responsibility to make up any classroom work or required assignments.

If advance notification is not possible, parents must notify Mrs. Kruse on the day of the absence prior to 8:05 am. If notification is not received, the office will attempt to contact the parent at the given emergency number on file or by email. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require a doctor's note.

## Unexcused Absences

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by Mrs. Miller. Unexcused absences include but are not limited to tardiness, no call, shopping, hunting, concerts or other determined unexcused absences. An unexcused absence may become an excused absence should a parent or student of majority age offer a reasonable excuse. Reasonable excuses include illness, family emergencies, family trips, recognized religious observances or other family related circumstances.

## Chronic Absenteeism

Research has shown that students that miss school even twice a month are at risk for increased dropout rate, behavior referrals, and academic struggles

In accordance with Iowa State Code Chapter 299 on Compulsory Education, the Cherokee Community School District has adopted the following policy ( 501.9.r.1) to combat chronic absenteeism:

Level I:

- When a student accumulates 17 full days worth of absences (both excused and unexcused absences) in a school year, the school will send a written notice to the parents (includes both excused and unexcused absences).

## Level II:

- When a student accumulates 26 full days worth of absences (both excused and unexcused absences) in a school year, the school will send a written notice to the parents, and parents will be contacted by the principal to set up an attendance plan.

## Level III

- If the Level II plan is not fulfilled, or if parents refuse to attend a Level II hearing, the school will refer the case to the County Attorney for further action.

The principal reserves the right to make exceptions to the Parental Notification process based on the mitigating circumstances in each case. This may include placing the student on an Attendance Contract and/or referring the case to the County Attorney earlier than Level III.

## Discipline Guidelines For Various Rule

These guidelines concerning discipline are in effect anywhere on school property and at all home or away school-sponsored activities. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense. Students may not attend or participate in school activities while under OSS suspension or having been expelled.

The discipline grid will be used as a guide to determine the consequences of each situation and ultimately up to the administration's discretion.

<b><u>SUBJECT</u></b>	<b><u>1st OFFENSE</u></b>	<b><u>2nd OFFENSE</u></b>	<b><u>3rd OFFENSE</u></b>
<b>Insubordination - Disrespect of staff Classroom Disruption (after restorative responses are done)</b>	Sent to the office 30 minute detention from the teacher	Sent to the office Up to 1 week of removal from class to work in the office Plan for re-entry	Sent to the office Up to 1 day ISS Up to 1 week of removal from class to work in the office Plan for re-entry
<b>Cell Phone Violations</b>	Confiscated/picked up by student at end of day from the office	Confiscated/picked up by parent from the office	If a student refuses to turn over the device they will be sent home
<b>Leaving class without permission</b>	30 minute detention with the teacher	30 minute detention with the teacher	1 day ISS
<b>Leaving school without permission</b>	Police Notified Up to 2 days OSS + 1 Restorative Day upon return	Police Notified Up to 4 days OSS + 1 Restorative Day upon return	Police Notified Principal's discretion Superintendent referral
<b>Possession of Tobacco, E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid</b>	Up to 2 Days ISS OSS + 1 Restorative Day upon return Police Notified	Up to 2 Days OSS + 1 Restorative Day upon return Police Notified	Principal's discretion Superintendent referral Police notified

<b>Product or Alcohol</b>			
<b>Use of Tobacco, E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid or Alcohol or under the influence of alcohol or drugs</b>	Up to 2 Days OSS + 1 Restorative Day upon return Police Notified	Up to 4 Days OSS + 1 Restorative Day upon return Police Notified	Principal's discretion Superintendent referral Police notified
<b>Possession of Weapons</b>	OSS Refer to Superintendent Police Notified	OSS Superintendent Referral Police notified	Principal's discretion Superintendent Referral Police notified
<b>Possession of Drug Paraphernalia</b>	Up to 5 Days OSS + 1 Restorative Day upon return	Up to 10 Days + 1 Restorative Day upon return OSS/Possible expulsion	Principal's discretion
<b>Possession or using illegal drugs in school</b>	Expulsion		
<b>Distributing or selling illegal drugs</b>	Expulsion		
<b>Acts of Terrorism</b>	Up to 5 Days OSS + 1 Restorative Day upon return & psychological evaluation before returning	Up to 10 Days OSS/Expulsion or possible alternative setting	Expulsion
<b>Vandalism or Theft</b>	Up to 3 Days ISS, Repair/Replace Call police	Up to 2 days OSS + 1 Restorative Day upon return Repair/Replace Call police	Refer to Superintendent
<b>Assault Student to Student Act of Violence (Fight) Student to Student</b>	Up to 4 Days OSS + 1 Restorative Day upon return  Up to 2 Days OSS + 1 Restorative Day upon return	Up to 8 Days OSS + 1 Restorative Day upon return  Up to 4 days OSS + 1 Restorative Day upon return	Refer to Superintendent
<b>Assault towards Staff Member</b>	Refer to Superintendent Call police		

<b>Harassment or Threats Towards Students</b>	Up to 3 Days ISS	Up to 7 Days OSS + 1 Restorative Day upon return	Principal's discretion
<b>Threats Toward Faculty or Staff</b>	Up to 4 Days OSS + 1 Restorative Day upon return	Up to 8 Days OSS + 1 Restorative Day upon return	Refer to Superintendent
<b>Use of Camera/Phone in inappropriate locations or for inappropriate pictures</b>	OSS - Refer to Superintendent Police notified		
<b>Inappropriate Use of Internet</b>	Teacher Discretion (Depending on violation)	Placed on a severe restricted list	Laptop confiscated
<b>Dress Code</b>	Change clothes and a warning Parents Notified	Change clothes Parents Notified Principal's discretion	Change clothes Parents Notified Principal's discretion

## Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to, allowing someone to copy their work, looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures and loss of credit.

## Homework Policy

Homework is available to students through Google Classroom. Parents should also look on JMC to check whether their child has completed homework and received a grade for it. Students who neglect to finish homework may have detention, no credit, or a combination of the two. It is up to the individual teacher as to how homework is handled. If a student is absent, the student is responsible for making up their work.

## Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to enroll in another school must contact Krista Miller, CMS Principal, [krmiller@ccsd.k12.ia.us](mailto:krmiller@ccsd.k12.ia.us) for more information.

## Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in *Cherokee Community School District* are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact *Mrs. Miller, CMS Principal*, [krmiller@ccsd.k12.ia.us](mailto:krmiller@ccsd.k12.ia.us).

## Homeless Children and Youth

Pursuant to Policy 501.16, the board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities is Krista Miller (712-225-6750), [krmiller@ccsd.k12.ga.us](mailto:krmiller@ccsd.k12.ga.us).

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

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

**School Records:** For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

**Immunization Requirements:** Homeless students shall not be denied enrollment for lack of immunization records if:

- They have a statement signed by a physician stating that immunization would be injurious to the child;
- They provide an affidavit stating such immunization would conflict with their religious beliefs;
- They are in the process of being immunized; or
- They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

**Waiver of Fees and Charges:** Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the superintendent.

**Enrollment Requirements/Placement:** Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.

**Transportation:** Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.

**Special Services:** All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

## **Cancellations / Closings**

Weather or building related school cancellations can be heard over KCHE radio, on Facebook, and the different Sioux City television stations. Parents will be notified of these cancellations through the JMC text/email system. Contact a building office to get on the JMC text/email system.

## **Student Appearance**

Students are expected to dress appropriately and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable. These apply at school, extra curricular activities, and away events where you are representing Cherokee.

- Footwear is to be worn at all times.
- Any article of clothing that is obscene or which contains profane or sexually suggestive language, graphics, or pictures is unsuitable attire.
- Any article of clothing which promotes drugs or alcohol is considered improper.
- Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
- Hats, caps, hoods, do-rags and bandanas are not to be worn in school. Scarves are not to be worn on the head unless worn for religious purposes.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing which is excessively revealing or disruptive is considered improper. Undergarments should not be visible.
- Winter coats will not be worn in the classrooms. Blankets will not be allowed during the school day.
- Sunglasses will not be permitted during the school day.

## **Activity Tickets**

Activity tickets will be available for purchase by all middle school students and families. The activity ticket is admission to all athletic contests, music programs and other high school activities. Activity tickets can be purchased at registration or through the office. The ticket **MUST** be presented for admission to each activity. A replacement fee of \$10 will be charged for lost tickets.

## **Bicycles/Mopeds/E-bikes/Vehicles**

- Each child will be required to park their bike in the racks provided as soon as the child arrives at school. They will not be allowed to ride the bike on school property during school hours.
- The school will not be responsible for damages to bicycles/mopeds while they are at the school. Bike locks are recommended.
- Moped parking is in the northeast corner of the far east parking lot.
- Middle School students will not be allowed to drive to school with a school permit.

## **Book Fines**

The textbooks the students use are an important part of the educational process. Replacing a textbook is very expensive. If a student loses or damages a book from school, they will be assessed the replacement cost and/or fine to cover the damage.

## **Breakfast & Lunch Program**

Lunch money can be added to your students' food service account through JMC. This is the option recommended by the school. Students can bring breakfast/lunch money to the middle school office for deposit into their food service account. Checks and cash need to be for the amount as the school does not keep change. Students will be assigned a student ID number at registration and will enter that number into the food service keypad after picking up their tray. A half-pint of milk is provided with the purchased breakfast/lunch meal. Extra milk may be purchased. Students may bring a cold lunch to school. They may purchase a milk to go with their cold lunch. Students may not have large food items for groups, such as pizzas, brought in for lunch. Breakfast is served each morning before school from 7:40-8:00 a.m. There will be four lunch shifts during the day. The school's negative lunch policy is found under 710.4.

## **Conferences**

Parent-Teacher conferences are held twice a year. We believe that those conferences are vitally important for the student, parent, and the teacher. We invite both parents and students to attend. Parents may also request a conference with a teacher anytime during the year.

## **Emergency Drills**

Periodically the school holds emergency drills for fire, tornado, intruder and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room. Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

## **Cell phones, wireless headphones, & smart watches**

Cell phones and smart watches are not to be used and will stay in their locker, not visible during the school day (8:05 a.m. - 3:20 p.m.). Cell phones should be turned off upon entering the building. It is a violation if staff members see, hear, or have knowledge of cell phone possession. Students found in violation of this policy will follow the offenses listed. Refusal by the student to give their phone to the teacher or office will result in detention. Outside of regular school hours while on school premises students should use phones and picture-taking with caution and should respect others through the use of their phones. Pictures should never be lewd and should not be taken without permission or unknowingly while on school premises or at any location. Cell phones or other recording devices are never allowed in restrooms or locker rooms.

Due to the advancement in technology and the ability of many types of cell phones to be used for educationally based purposes, (planner, calculator, Internet access, etc), cell phones could be a resource used within the classroom to facilitate learning. The classroom teacher will have the option of allowing such use within the classroom to facilitate learning. Parents who need to contact their child during school hours should call the office and the message will be forwarded to the student.

## **Field Trips**

Students will be taken on various field trips during the school year. These trips are an extension of the school curriculum and are very worthwhile. Parents will be notified of the field trip a student will be taking that involves leaving the school district. Students will be supervised during a field trip and will be expected to follow the guidelines set down before the trip commences.

## General Education Interventions

Many children experience problems at one time or another during a school year. Some of these problems require greater attention than general education teachers alone can give; the guidance program, remedial education and special education are examples of the way in which Cherokee Community Schools provide additional assistance to the students.

Cherokee Community School will attempt to resolve problems in the general education classroom whenever possible. General education interventions may include consultation by the classroom teacher with other school district staff. Interventions may also include direct assistance to a child from someone other than the general education staff. As a parent, you will always be informed about any problems your child may have and you will be involved in effort to help resolve these problems. When there is a serious concern about a student, teachers will meet with the parents to work to resolve the problem. A Child Study Team meeting may be held to discuss learning strategies for the student. Parents should contact the principal if they feel that their child needs the assistance of a general education intervention.

## Health Program

The Cherokee Community Schools have the service of two full time registered nurses. They attend to the health needs of the students while they are at the school and are available for parent consultation when necessary.

### Immunizations:

Each student must have an Iowa Certificate of Immunization card or proper exemption paperwork on file in the School Nurse's office. Vaccine requirements are set by Iowa Health and Human services and the chart may be viewed here. <https://hhs.iowa.gov/media/669/download?inline> If a student does not have a signed complete, provisional, or exemption card, he/she will not be allowed to attend school. Cherokee Public Health Dept conducts yearly audits of all student immunization records.

If a child becomes ill at school, the parents or a responsible adult will be notified as specified on the emergency contact information. Please keep home and emergency phone numbers up-to-date in JMC. If the school has not been able to reach an emergency contact within 30 min, the SRO or CCPD will be contacted to help locate a contact to arrange pick up of the ill student.

Parents may not be informed of all minor injuries, unless the parent has asked the school specifically to inform them. Any injury or accident, which under the judgment of the Cherokee staff may require further treatment, will be brought to your attention immediately.

### Student Illness/Communicable Disease

CCSD follows Iowa Public Health exclusion criteria for communicable disease. The exclusion chart may be viewed here. <https://hhs.iowa.gov/media/2819/download?inline>

The school will follow the recommendations of public health officials in regards to the notification of parents on exposure of communicable disease.

Your child should be able to go outdoors for recess and participate in Physical Education activities if they are in school. If your child is unable to participate in recess or Physical Education class a doctor's note is required. Please notify the school if your child has been diagnosed with any illness. This will help to alert the school nurse of illness trends and the possibility of the exposure of other pupils. Building absenteeism of 10% or higher due to illness will be reported to the state public health department. Your school nurse encourages you to call her any time you have questions or if there is any change in your child's health that may affect his/her work at school.

Parents frequently have questions about their child's illness or attendance at school. Please follow the guidelines below, or contact the school nurse, when deciding whether your child may attend school or should stay home.

If your child presents to the health office with any of the symptoms below, they will be sent home.

**Fever over 100.4 degrees** – child must remain home for 24 hours after the temperature has returned to normal without over-the-counter fever reducing medications.

**Vomiting & Diarrhea** – a child must be free from vomiting and/or diarrhea for 24 hours before returning to school.

**Unexplained skin eruptions or rash suspected to be contagious** - doctor's note required to return  
**Communicable disease**-Follow IHHS exclusion criteria

**Severe cold or persistent cough that is disruptive to the learning environment**

**Any health condition that, in the nurse's judgment, is of concern for the child's health or other's.**

If your student has had a significant injury outside of school or surgery this should be communicated this with the school nurse prior to the student returning to school so you can discuss any needed pain medication or accommodations that the student will need.

### Food and Nut Allergy Aware Environment

A number of children in the Cherokee Community School District and throughout schools across the United States are affected by food and/or nut allergies. Cherokee Community School District (CCSD) has implemented a "Food and Nut Allergy Aware Environment" It is the parent/guardian's responsibility to notify the school nurse of any food allergies your student has been diagnosed with. A *Diet Modification form* will need to be filled out annually for all food allergies in order for the nutrition team to properly modify school meals.

All appropriate staff members will be notified of students with food allergies by the school nurse and instructed of the policies/procedures that will be followed in the event of an allergic reaction. Parents will supply the school nurse with an up to date *Allergy Action Plan* regarding treatment of their child in the event of an allergic reaction. In the event of a food allergy reaction at school, parents will be informed immediately.

All snacks or treats brought into the classroom from home must be prepackaged with ingredient information available for review.

### Head Lice

Head lice are not a health hazard but should always be considered as "going around". Full classroom checks are discouraged by public health and will not be performed at school. If a student shows symptoms of lice they can be sent to the school nurse for individual assessment. If a child is found with live lice, his or her parents will be notified and asked to treat the head lice as soon as possible. The student does not need to leave school to start treatment but parents may opt to pick them up. If needed an Iowa HHS Lice treatment brochure will be provided for families. All family members should be checked at home and treated if necessary. It is the School Nurse's recommendation that you make it a routine to check your child's hair weekly and discuss lice prevention measures with your child. The school nurse will work with teachers to also discuss with students ways to prevent the spread of head lice.

### Medication in School

If a student requires medication to be administered at school a parent/guardian must fill out and sign a Medication Administration form in the nurse's office. The medication must come to school in the original container with the most up to date prescription label from the pharmacy intact. It is safest if a parent or guardian brings medications directly to the office and it is not sent in a backpack/with the student.

Over-the-counter medication such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's permission upon registration on JMC. Parents should communicate with the school nurse if your child was given an over-the-counter medication at home prior to coming to school.

A record of the medication administration will be kept for each student receiving medication at school.

Medications will be stored in a secured area unless an alternate provision is documented.

Only the school nurse or employee who has successfully completed the medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to and administer the medication.

## Library

The library is a place to read, research, and study. The library is available for all students to use from 8:00 to 3:40 p.m. each school day. The following rules apply:

- No more than two books may be checked out for two weeks. They may be renewed.
- A student may use reference books during the day, but they cannot be checked out.
- All books must be checked out and checked back in.
- The library is not a place for visiting with others.

## Lockers

Students are allowed to use the lockers for storing school-related materials and personal items where necessary for attendance at school. Open drinks and food items are not to be stored in lockers. They will be confiscated and left to teacher discretion on consequence. Students are required to keep their assigned locker clean and undamaged.

Expenses to repair any damage done to a student's locker may be charged to the student. It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. Mrs. Miller, administration, or certified staff members may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another certified staff member will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

## Physical Education

Each student receives instruction in various aspects of physical fitness, individual and group skills, and group games. Physical education is a required course in Iowa schools. Shoes are required to protect the gym floor but a change of clothes including shorts and t-shirt is optional. If you feel that your child must be excused from physical education, you must provide the school with an excuse signed by your physician. If you don't have a note, you will be expected to participate.

## Report Cards

We report student progress to the parent by the use of the JMC student management system, progress reports, report cards and by parent conferences. Progress reports are at the midterm of each quarter and report cards are emailed at the end of each quarter. If you prefer a paper copy, you may stop in the school office and pick one up. Semester grades are indicated on the second and fourth quarter report cards. Semester grades are used to calculate a student's cumulative grade point average.

## School Wellness Policy

In compliance with the School Wellness Policy, the Cherokee Community School District encourages healthy food items (low in fat, sugar, and salt) to be served for celebrations and/or snacks. We strive to teach students a healthy attitude about treats. Food items could include: string cheese, yogurt products, whole grain granola bars, fresh fruits and vegetables, dried or canned fruits, dried cereal, whole grain crackers, and popcorn. Drinks could include fruit juices and/or water. We do not allow peanut/tree nut products for snacks or treats. The wellness policy can be found

under board policies 507.9, and if anyone is interested in joining the wellness committee, parents, staff, stakeholder, or student, please contact any school office, to be added to the list for future emails.

## **School Wellness (Recess)**

Wellness will be outside if the temperature is above zero, weather permitting. The guidelines are as follows:

1. Students must dress appropriately for the weather.
2. No games involving rough play or physical contact will be permitted.
3. Students must ask permission of the teacher in order to come back into the building during wellness.
4. Students should use wellness equipment as it was intended. Inappropriate use is not allowed.
5. All wellness equipment must be returned to the appropriate storage container.

## **Technology: Internet Policy**

The District provides Internet access to its employees, Board members, and students for educational purposes only. The District's Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on use to ensure that use of the system is in accord with its limited educational purpose. Student use of the District's Internet system will be governed by this document, the District's Acceptable Use Policy (see below), related District and school regulations, and the student disciplinary code. Staff use will be governed by this document, related District policies and regulations, and District employment policy. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the District Internet system. Because the law considers information and material on the school network as public documents and requires the monitoring of Internet activity, users should have limited to no privacy expectations regarding the contents of their personal files and records of their online activity while on the District system. The District Internet system is a limited public forum. The District may restrict access to materials or may place restrictions on student speech for valid educational reasons. This document was developed in accordance with the statutory requirements of the Children's Internet Protection Act (CIPA).

The District promotes the effective, educational use of the Internet in school through professional development. Student and staff users of the District Internet system are being educated regularly regarding the safe, ethical, legal, and responsible use of the Internet and of the District's Internet system and their rights and responsibilities under this plan. Student use and activities will be structured in a manner that is appropriate to the age and skills of students. The District protects against access to materials that are considered inappropriate for users to access through the District Internet system in the following manner:

1. The District recognizes that Internet resources can be categorized as prohibited, restricted, limited access, or approved material. Prohibited material may not be accessed by the students or staff at any time, for any purpose. Restricted material may be accessed by students in the context of specific learning activities that have been approved by the Superintendent or by the IT Director for professional development purposes. Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher. Approved material, on the other hand, can be accessed at all times.
2. The District has implemented the use of a technology protection measure (filtering software), which is a specific technology that will protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by CIPA. At the discretion of the District or school, the filtering software may also be configured to protect against access to other material considered inappropriate for student access. The District recognizes, however, that filters are not perfect. They block sites that should not be blocked and let through sites that should be blocked. Therefore, Cherokee Community Schools do not rely on filters as a sole protection measure. Education on how to handle accidental access, supervision, parental support of policies and responsible use play important roles.
3. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the filtering software.

4. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the filtering software.
5. Student use of the District Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.
6. The District has developed procedures to monitor student use of the Internet through an analysis of Internet usage records.
7. The Acceptable Use Policy (see below) includes provisions that address the following safe and responsible use issues:
  - o Access to inappropriate material.
  - o Privacy and communication safety standards for self and others
  - o Illegal activities, including computer security violations, actions taken to disrupt the performance of a computer system, and the use of the Internet to engage in other criminal acts.
  - o Inappropriate language.
  - o Plagiarism and copyright infringement.
  - o Actions or use that may disrupt or jeopardize the security or effective performance of the District's network or the Internet.
  - o Safety and security when using direct electronic communication.

The District follows guidelines for protecting student personal information when accounts are established on third party websites in accordance with CIPA. The District will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students in accordance with state, federal and local regulations. The District will develop regulations addressing the disclosure of student information, posting student-created material, and posting pictures of students on the District website. Each school year, parents/guardians must sign an agreement to allow their child to access the Internet. The District educates students to respect intellectual property and observe copyright protection related to material that is accessed through or placed on the Internet. The District has developed District guidelines to promote the effective educational use of the Internet, protect the privacy rights and other rights of students and staff, limit potential liability of the District for the inappropriate placement of material, and present an image that will reflect well on the District, schools, staff, and students, and adheres to Iowa state law.

The administrative responsibilities of the District administrative staff related to the District Internet system are as follows:

1. The IT Director, or his/her designee, will serve as the coordinator to oversee the District Internet system. The superintendent is also authorized to develop regulations and agreements for the use of the District Internet system that are in accord with this plan, and other District policies.
2. The building principal, or his/her designee, will serve as the building-level coordinators for the District Internet system, and be responsible for interpreting this plan and related regulations at the building level.
3. The District conducts ongoing evaluation of the issues related to this plan, related regulations, and the strategies implemented by schools under this plan.

### **Acceptable Use Policy General Information**

The Cherokee Community School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. Computers are located in classrooms, labs, and libraries. Students in grades 9-12 are supplied with computer bags to take home their PC's. All online activity is monitored on school issued and owned PC's at ALL times Cherokee Community School District has established procedures to comply with the Children's Internet Protection Act (CIPA), which mandates that: All computers incorporate technology to protect students from obscene material, child pornography, and other harmful material. Student activity online is monitored. The District maintains a District Internet Safety Plan (See above).

Although Cherokee Community Schools use filtering software, all parties must be aware that filters are imperfect. Material that should not get through does get through and material that should not be blocked is blocked. Students or staff who inadvertently access inappropriate material, should notify the supervising teacher or the Technology Department so that the website may be blocked and to avoid any problems if the access is picked up during the

monitoring process. These guidelines are provided so that staff, community, student users, and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time.

### **Information Content and Uses of the System**

The user agrees not to publish on or over the system any information, which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity that is prohibited by law. Cherokee Community Schools provide access to the Internet; however, the District and the system administrators have no control over content. The District has taken steps to prevent access to objectionable content, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain objectionable or illegal material. Cherokee Community Schools and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Knowingly bringing such materials into the school environment may result in disciplinary action. At any time, the systems administrator may prohibit the use of smart phones, or other devices on the district network. Students may not bring personal Laptops, iPad, Etc. into the district. The district provides a 1:1 PC program where all students are provided a school owned PC.

### **Standards for Use of Computer Networks**

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - o Intentionally disrupts network traffic or crashes the network;
  - o Degrades or disrupts equipment or system performance;
  - o Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - o Steals data or other intellectual property;
  - o Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - o Gains or seeks unauthorized access to resources or entities;
  - o Forges electronic mail messages or uses an account owned by others;
  - o Invades privacy of others;
  - o Posts anonymous messages;
  - o Possesses any data which is a violation of this policy; and/or
  - o Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

### **Online Safety and Privacy**

The Children's Internet Protection Act (CIPA) requires that schools establish a District Internet Safety Plan (see above). It details specific measures that the school is taking to ensure the students' safety while working online. This and other curricular documents are available upon request from the office of the superintendent.

### **Email**

Email messages on the Cherokee Community School District network are the property of the district and may be accessed at any time. Messages received by the system are retained on the system until deleted by the recipient or until they reach the expiration date set by the system administrator. Cherokee Community School District will provide email accounts to students for curricular/ educational purposes. Business, personal entertainment, or other

non-educational uses are to be avoided. Student use of outside email accounts or web-based email is prohibited and a violation of this policy. A canceled Cherokee Community School District account will not retain email. Users are expected to remove old messages in a timely fashion. The system administrators may remove messages if not attended to regularly by the user. The Children's Internet Protection Act (CIPA) mandates that student online activity is monitored. District email may be monitored electronically. It is a violation of this AUP to send email that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal. Anyone receiving such email should refer it to the proper authorities for investigation. Cherokee Community School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any email transmitted on the Southern Regional network.

### **Security**

Security on any computer system is a high priority. If a user identifies a security problem on the system, the user must notify a system administrator. The user should not demonstrate the problem to others. Users should not allow others to use their account and password. Attempts to log in to the system using either another user's account or as a system administrator will result in discipline. Users should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will be subject to disciplinary action.

### **Vandalism**

Vandalism will result in the limited use of system privileges and other disciplinary measures in compliance with district policy and the discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or other networks that are connected to the Internet, or intentional damage to hardware or software on the system.

### **Printing**

Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of the equipment.

### **Privately Owned Technology Devices**

Privately owned technology device refers to any technology hardware or software that is borrowed, purchased, owned and/or maintained by the pupil or staff member at no expense to the school or district. Privately owned technology devices include any type of computer, wireless phone, electronic reader, tablet, video recording device or camera. The school district shall assume no responsibility for the security or damage to any privately owned technology device brought to school. Students may not use privately owned technology devices except wireless phones at the discretion of administration, or teachers. Teachers who wish to allow the use of privately owned technology devices shall notify their immediate supervisor as to the nature of this use. Any staff member who uses a privately owned technology device while in school for any purpose must comply with all district policies and regulations. The school district assumes no responsibility for any privately owned technology device or software brought to school by a student or staff member.

### **Violations**

Individuals violating this policy shall be subject to consequences that include but are not limited to the following:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school;
- Expulsion from school;
- and/or legal action and prosecution by the authorities.

### **Transportation**

If a student is eligible for bus transportation, they will be notified of the bus routes and pickup times by their bus driver or by announcements in the paper or on the radio. The following policies will apply in the use of school owned transportation:

- o Students will ride in the bus assigned by the Superintendent of Schools.

- o Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions warrant.
- o Bus drivers should not be requested to wait on a student pick-up more than 2 minutes. If a student is not riding, the driver should be signaled to go on.
- o The bus driver has complete charge of the conduct of the students and has the authority to assign special seats to students whose conduct is detrimental to the safety of the group.
- o In cases of misconduct on the bus, a school administrator and the transportation director shall deal with the problem and may set a period of time that the student will be excluded from school district transportation.
- o Any student wishing to ride a bus who is not a regular passenger will have to secure permission from a school administrator.

#### Bus Behavior Steps To Be Taken:

- Step 1: Driver verbally warns student (note or call to principal)
- Step 2: Driver reports to principal – principal confers with student (possible contact with parent)
- Step 3: Suspension from bus for a period up to three days (parent contact required)
- Step 4: Suspension from bus for minimum of three days (parent, bus driver, principal conference)
- Step 5: Expulsion from bus by board action

The transportation director and principal may move a student down more than one step depending on the severity of the incident. If you have any questions concerning the transportation of a student, you may call one of the following persons: Rachel Mallory, (Bus Barn: 225-6766) or Jeff Siebersma, superintendent (225-6767)

## Bullying/Harassment

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

- Places the student in reasonable fear of harm to the student's person or property;

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

### **Special Policies: Anti-Bullying/Harassment Policy**

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

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

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

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

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

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

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

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop

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

Bullying/Harassment is described as the following:

- Behaviors/overt acts and or circumstance, verbal, nonverbal, physical or written harassment.
- Bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievement, property, etc. that have the purpose of causing injury, discomfort, fear or suffering.
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim.

### **Temporary Removal from Classroom**

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and moved to a therapeutic classroom, hallway, office or counselor's office. This is at the discretion of the classroom teacher.

### **Detention**

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the staff member giving the detention and on a case-by-case basis. The detention must be served within 3 school days at discretion of the teacher. Failure to comply will result in ISS.

### **Student Suspensions**

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by Mrs. Miller, CMS Principal, after an investigation of the incident or allegation. Phone calls and reasons will be given to the parents and student regarding the suspension. Students who are suspended from school will still be expected to complete course work.

## **In-School Suspension**

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

## **Out-of-School Suspension**

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law. Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equals 10 days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

## **Student Expulsions**

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law. At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

## **Tobacco-Free Campus**

School district buildings, grounds, and vehicles shall be off limits for tobacco use, including chewing tobacco and vaping. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request shall be required to discard their tobacco or leave the school district premises, immediately. It shall be the responsibility of all school employees to enforce this policy.

## **Student Substance Abuse**

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

## **Search and Seizure**

Cherokee Middle School believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

## Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person.

Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc. Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

## Lockers

Although school lockers are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers and other spaces are properly maintained. For this reason, lockers and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

## Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

## Weapons and Weapon Look-a-Likes

Pursuant to Policy 502.6, the board believes weapons, other dangerous objects, and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents of students found to possess weapons, dangerous objects, or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects may be reported to law enforcement officials, and students may be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame, or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-alikes for educational purposes. Such a

display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## Investigators

### LEVEL I INVESTIGATORS

The Cherokee Community School's Level I Investigators responsible for investigating the abuse of students by employees are Brian Christiansen, [bchristiansen@ccsd.k12.ia.us](mailto:bchristiansen@ccsd.k12.ia.us) and Jeff Siebersma [jsiebersma@ccsd.k12.ia.us](mailto:jsiebersma@ccsd.k12.ia.us)

### LEVEL II INVESTIGATORS

The Cherokee Community School's Level II Investigators responsible for investigating the abuse of students by employees is Officer Ries ([cries@ccsd.k12.ia.us](mailto:cries@ccsd.k12.ia.us)).

## Special Policies: Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or, intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonable foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

## Sexual Abuse and Physical Abuse of Students by School Employees

*Cherokee Community School District* does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. Cherokee Community School District's Level 1 investigators are Jeff Siebersma ([jsiebersma@ccsd.k12.ia.us](mailto:jsiebersma@ccsd.k12.ia.us) 712-225-6767) and Brian Christiansen ([bchristiansen@ccsd.k12.ia.us](mailto:bchristiansen@ccsd.k12.ia.us) 712-225-6760). Allegations will be handled promptly and confidentially to the maximum extent possible. The Cherokee Community School's Level II Investigators responsible for investigating the abuse of students by employees is Officer Ries ([cries@ccsd.k12.ia.us](mailto:cries@ccsd.k12.ia.us)), Cherokee Sheriff Department, and Cherokee Police Department.

## School Insurance

Student accident insurance is offered to all students. The Iowa Athletic Association rules state that all athletes must have insurance to be eligible. A student will be given an insurance waiver in the fall to be returned before participating in practice.

## Extra Curricular Eligibility: Student Code of Conduct/Participation

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

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

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

This policy is in force for all students in grades 7 and 8. All home-schooled, dual-enrolled, regular education and special education students will be held accountable to this policy. Outgoing 8<sup>th</sup> grade athletes must have passed their core classes in 8<sup>th</sup> grade to be eligible for their 8th grade summer extracurricular activities.

## Extra Curricular Eligibility: Academic Eligibility

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school.
- Students must have all passing grades.
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations, if the student is an open enrollment student.
- The student will not be allowed to participate in a public performance or athletic contest during the ineligible period, excluding concerts and performances that are graded.

Any student not meeting these requirements at either the midterm or end of quarter will be declared ineligible for 5 school days. After the five days if the student is passing all classes, they regain their eligibility. If they are not passing, grades will be rechecked weekly to determine eligibility.

## Extra Curricular Eligibility: Code of Conduct Violations

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

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

## Extra Curricular Eligibility: Determination of Ineligibility

A student will be declared ineligible if:

1. A student admits to violating one of the standards of the Code of Conduct to school administration.
2. A student is referred to school administration by law enforcement or judicial agencies.
3. A student is found guilty in a court of law.
4. An employee of the district witnesses a student breaking one of the standards of the Code of Conduct and reports it to building administration within 15 days of violation.
5. A student is accused upon a signed statement from one or more citizens of the community. This statement must be made in writing at the principal's or athletic director's office within 15 days of alleged violation. After reviewing the evidence, the principal will determine the eligibility status of the student.
6. An investigation, initiated by school administration, determines that a standard has been violated based on a preponderance of evidence.

## Extra Curricular Eligibility: Code of Conduct Sanctions

### 1st Offense

- A. Athletics – 20% of season dates (dates as defined as inter-scholastic competitions).
- B. Instrumental and Vocal Music – 4 weeks that must include 1 performance. (If there are no events during this time, the first event after the 4-week period (excluding performances that are graded)
- C. The continuance of Student Council responsibilities will be suspended for 3 calendar months.

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

- Evaluation and Treatment – If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or a school designee regarding recommendation for treatment or follow-up care, the student's

penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count toward the 20-hour requirement.

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

### **2nd Offense**

- Athletics – 50% of season dates (dates as defined as inter-scholastic competitions).
- Instrumental and Vocal Music – 8 weeks that must include 2 performances. (If there are no events during this time, the first two events after the 8-week period (excluding performances that are graded)
- The continuance of Student Council responsibilities will be suspended for 12 calendar months.

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

- Evaluation and Treatment – If a student is admitted for treatment at a recognized substance abuse/treatment facility and allows the treatment facility personnel to contact the superintendent of schools or a school designee regarding recommendation for treatment or follow-up care, the student's penalty for the violation will be cut in half. If the student is evaluated but is not recommended for treatment, the hours devoted to evaluation will count toward the 40-hour requirement.
- Community Service – The student completes 40 hours of community service to be arranged by the guidance department and the middle school administration. If the violation is substance related, hours devoted to evaluation and treatment will count towards the 40-hour requirement.

### **3rd Offense**

- Suspension from all activities for 1 calendar year.

Reduction in Penalty – None

### **4th Offense**

- Suspension from all activities for the remainder of middle school career.

## **Extra Curricular Eligibility: Reinstatement of Eligibility**

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

## **Extra Curricular Eligibility: Elimination of a Violation**

Twelve months following the reinstatement of eligibility for a violation of the student Code of Conduct, (or 12 months following the declaration of ineligibility for a 3<sup>rd</sup> or 4<sup>th</sup> violation), a student, along with a parent/guardian, may submit a written statement requesting the elimination of a violation from the student's record. The principal, athletic director, and a committee of faculty members will conduct a hearing to review the request and decide if the elimination of the violation is in the best interest of the extracurricular program of CMS. If the request is rejected, a written statement will be sent to the student and parent/guardian that will provide justification for the denial.

## **Extra Curricular Eligibility: Method of Counting Number of Code of Conduct Violations**

The 1<sup>st</sup> offense occurs when a participant admits to or is found to be in violation of the Code of Conduct. The 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offenses occur when a participant again admits to or is found to be in violation of the eligibility rules within his/her high school career. (Offenses accumulate throughout a student's middle school career.)

Students may continue to practice with their groups after receiving a 1<sup>st</sup> and 2<sup>nd</sup> violation, but they may not wear a uniform or participate in any manner during a competition or performance. However, after receiving a 3<sup>rd</sup> violation, the student may not practice with the group. Music performers are excluded from this due to their co-curricular nature.

## Extra Curricular Eligibility: Hearing/Appeal Process

### HEARING

- a. The middle school principal will conduct a hearing to evaluate the evidence in the case with the student after parental notification.
- b. At the hearing, the principal will listen to the facts of the case and determine whether or not a violation of the rules occurred. The principal will then relate the predetermined penalty for the violation and explain options, if applicable, or dismiss the case.
- c. The principal has the right to increase the penalty in severe cases. In such a case, the principal must provide a written statement supporting the increase in penalty to the student, parents, superintendent and the President of the Board of Education.
- d. The decision of the principal (or athletic director) may be appealed to the superintendent of schools by filing a written request with the superintendent stating the reason for the appeal. Said request must be made within three (3) business days following the decision of the principal. During the appeal process, a student is not eligible for participation.

### 1. APPEAL

- a. An appeal shall be heard by the Superintendent of Schools. Also included in the appeal will be the student involved and the student's parent and/or advocate.
- b. The appeal shall be heard within five (5) business days or one calendar week (whichever is shorter) of the date the appeal request is filed.
- c. During the time period between filing an appeal and a hearing, a student shall not be eligible for participation.
- d. Duties and powers of the Superintendent during the appeal process include:
  - i. Review the evidence presented to or by the principal.
  - ii. Hear any new information presented by either party.
  - iii. Affirm or reverse the decision of the principal.
  - iv. Reinstate the original penalty as outlined by the Code of Conduct.
- e. The Superintendent does not have the authority to adjust the penalty to a greater or lesser degree than outlined in the Code of Conduct.
- f. A copy of the appeal results will be mailed to the parent/guardian of the student involved and to the President of the Board of Education.

### 2. APPEAL TO BOARD OF EDUCATION

An appeal of said decision can be made to the Board of Education if a written request for such an appeal is filed with the Superintendent of Schools within 3 business days of the decision of the Superintendent. The Board of Education will then hear the new appeal within 5 school days of the end of the filing period. The student shall not be eligible for participation during the time period between filing an appeal and the hearing.

## Extra Curricular Eligibility: Students transferring to Cherokee Community Schools while under another school's Good Conduct Rule

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

Code No. 903.5R1