

Student Handbook 2003-2004 Carroll High School

This handbook was developed to serve as a guide and reference for students and parents. It contains information on attendance, grading, academic requirements, discipline, and other areas.

The goal of our educational system is to help young people develop into self-sufficient, self-directed, and productive members of our society. To reach this goal students must not only master the basic skills, but must also learn to get along with others in an acceptable manner, accept the responsibility for their own actions, and at times sacrifice their own personal interests for the greater welfare of the group. Things go great when we all remember the following:

Carroll High students have "class."

Treat everybody the way you want to be treated yourself.

The school is not a building, it is the people in that building. As we welcome you to the school year, let's all pull together as people to make our school the best in academics and activities.

Mission Statement of Carroll Community School District

The mission of the Carroll Community School District is to ensure that all students become socially responsible lifelong learners who demonstrate creativity and problem-solving skills. This will be accomplished by teaching a challenging, relevant, and diverse curriculum in a safe, stimulating environment in preparation for the 21st century.

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School Hours

High School Schedule

Channel I News	8:15-8:27
Period 1	8:27-9:15
Period 2	9:19-10:03
Period 3	10:07-10:51
Period 4	10:55-11:39
Period 5	11:39-12:51
Lunch A	11:39-12:04 (12:08)
Lunch B	12:02-12:26 (12:30)
Lunch C	12:26-12:51
Period 6	12:55-1:39
Period 7	1:43-2:27
Period 8	2:31-3:15

1- Hour Late Start Schedule

Period 1.....	9:15	-	9:53
Period 2.....	9:57	-	10:35
Period 3.....	10:39	-	11:16
Period 4.....	11:20	-	11:57

Period 5A.....	11:57	-	12:23
Period 5B.....	12:23	-	12:47
Period 5C.....	12:47	-	1:11

Period 6.....	1:15	-	1:52
Period 7.....	1:56	-	2:33
Period 8.....	2:37	-	3:15

1- Hour Early Dismissal Schedule

Channel 1.....	8:15	-	8:24
Period 1.....	8:28	-	9:03
Period 2.....	9:07	-	9:42
Period 3.....	9:46	-	10:21
Period 4.....	10:25	-	11:00
Period 5.....	11:04	-	11:40

Period 6A.....	11:40	-	12:05
Period 6B.....	12:05	-	12:30
Period 6C.....	12:30	-	12:55

Period 7.....	12:59	-	1:35
Period 8.....	1:39	-	2:15

2- Hour Late Start Schedule

Period 1.....	10:15	-	10:45
Period 2.....	10:49	-	11:17
Period 3.....	11:21	-	11:49

Period 4A.....	11:49	-	12:14
Period 4B.....	12:14	-	12:38
Period 4C.....	12:38	-	1:02

Period 5.....	1:06	-	1:35
Period 6.....	1:39	-	2:08
Period 7.....	2:12	-	2:41
Period 8.....	2:45	-	3:15

2- Hour Early Dismissal Schedule

Period 1.....	8:15	-	8:45
Period 2.....	8:49	-	9:19
Period 3.....	9:23	-	9:53
Period 4.....	9:57	-	10:27
Period 5.....	10:31	-	11:01
Period 6.....	11:05	-	11:35

Period 7A.....	11:35	-	12:00
Period 7B.....	12:00	-	12:25
Period 7C.....	12:25	-	12:50

Period 8.....	12:54	-	1:15

Pep Assembly Schedule		
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Channel 1.....	8:15	-	8:27
Period 1.....	8:27	-	9:15
Period 2.....	9:19	-	10:03
Period 3.....	10:07	-	10:51
Period 4.....	10:55	-	11:39

Period 5A.....	11:39	-	12:04
Period 5B.....	12:02	-	12:26
Period 5C.....	12:26	-	12:51

Period 6.....	12:55	-	1:34
Period 7.....	1:38	-	2:17
Period 8.....	2:21	-	3:00
Pep Assembly	3:00	-	3:15

Lunch

The lunch hour will be closed for all students. Students may eat school lunch, bring their own lunch, or not eat. School lunch is \$1.40 for students and \$2.00 for adults. Regardless of the option chosen for lunch, all students must go to the lunchroom during their designated lunch period.

The following are rules governing the lunch period:

1. The line should form without crowding in.
2. Participating students may not take extra food and give it to non-participating students.
3. Students may not have food delivered to them from the outside for lunch.
4. When finished, each student should properly return his/her plate and silverware.
5. Food is never to be thrown or pushed off the plate to be left on tables or the floor.
6. No food or drink items may be taken from the cafeteria/Commons area.
7. Following eating, students may return to the tables and visit, stand at the north or south side hallways and visit (but not go down the hall to the west or down the band hallway), or stand and visit in the entry hall. All other hallways and the parking lot are off limits.
8. There should be no pushing, shoving, or horseplay.
9. Students may **not** go to the parking lot.
10. Students may not go to lockers or hallways early.

Release of Information

By law, the names of students enrolled in a public school along with information such as address, date of birth, phone number, activities and other information is considered public information and must be given when requested unless the student or parent has specifically requested that such information not be released. If you do not want this information released, you must take the request in writing the high school principal's office.

Human Growth & Development

The State Department of Education mandates instruction of Human Growth and Development. Parents may inspect the instructional materials used in the curriculum by contacting the building principal. Please call ahead to permit assembling the materials for review. Parents may have their child excluded from instruction in human growth and development if the pupil's parent or guardian files a written request with the building principal.

Driver's Education Fees

A fee of \$100 will be charged to the students who enroll in this class.

Fees

Hot lunch, course, activity fee schedules, and other fees were sent to each student in the August mailing. For hot lunch and certain course charges, the school district will grant either full, partial, or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria required for a fee waiver. Any student may substitute an activity pass in place of the I.D. card for a cost of \$25. This card will admit the student to many of the nearly 60 home events through the school year and following summer. The

pass must be presented to the ticket seller/taker at each activity event for the student to be admitted. Juniors will pay class dues of \$10.

Insurance

School time and/or 24-hour insurance is available to all students. Each student will be given a pamphlet explaining the different plans available. All students are asked to return the enrollment application, even if they do not elect the insurance. Premium checks should be made out to American Youth, Inc. Keep the "summary of coverage;" it is your policy.

The School and the Law

Drugs: *Use of Illegal Controlled Substances.* As an educational institution, the Carroll Community School District seeks to guide students in the use of alcohol and other drugs. The use of these substances is recognized as having a potentially serious danger to persons of school age. Hence, the following shall be regarded as a serious violation of the school's disciplinary policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school-sponsored or approved events off the school grounds at any time, including official school events at other schools.
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school-sponsored or approved events off the school grounds at any time, including official school events at other schools.
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

Each case shall be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and his/her parents shall have the opportunity to discuss the matter with the administrator.

Upon verification of facts, penalty for such violations shall be *suspension* from school for up to ten days. Participation in activities, including practices, shall also be prohibited during this suspension period. The student may also be placed on probation for a stated or indefinite period of time. *Expulsion* from Carroll High School shall be considered for repeated offenses or for possessing, distributing, or using alcohol or drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools. A student, suspended or expelled under this policy, will be allowed to return to classes upon completion of the suspension/ expulsion period and enrollment in a program of substance abuse evaluation by New View Alcoholism and Drug Treatment Unit or other agency approved by the school. It shall be the responsibility of the student and/or his/her parent to enroll in the program of substance abuse evaluation.

School officials will notify law enforcement when a student is suspected of possessing, using, distributing, or selling any illegal controlled substance on school property or at school sponsored or approved events at other schools.

Kuemper High School activities and property will be considered the same as Carroll Community School District activities and property for the purpose of administering this policy.

This policy does not affect nor rescind policies in effect for students who may also be penalized through the activity policies of the athletic department or other departments.

Affirmative Action/Equal Opportunity

It is the policy of the Carroll Community School District to provide equal educational and employment opportunities, and not to illegally discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its programs and activities. Questions or concerns should be addressed to Affirmative Action Coordinators: Nancy Loeck, Counselor, 712-792-8010; or Gary Bengtson, Director of Business Affairs, 712-792-8002.

Hearing Screening Services

Personnel from the area agency will screen secondary students with a history of hearing problems and all special education students. Parents may request that their child *not* be screened if they so desire. Parents who do not want their child screened should notify the school nurse.

Abuse by School Employees

Carroll Community School District policy provides for the relief of any students who feels he or she has been the victim of abuse by the hand of any school district employee. To report an alleged student abuse by an employee, you should contact Gary Bengtson, Level I Investigator, 712-792-2720; or Deb Davis, Level II Investigator, 712-792-4352.

Dance Guidelines

1. High School students (grades 9 -12) only may attend dances at Carroll High School.
2. Students (grades 9-12) who do not attend Carroll High School must be escorted by a Carroll High School student and sign-in at the door to make supervisors aware of their attendance.
3. Any student exhibiting behavior deemed inappropriate by dance supervisors or Carroll High School administration can be asked to leave or be removed at any time.

Activities

All students participating in co-curricular activities should be aware that their participation is subject to Board Policy 503.5R, the Good Conduct Rules. This rule suspends students from participation for the use or possession of alcohol and other undesirable behaviors or if your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school. Those representing our school in activities are subject to higher standards of behavior for the privilege of participation.

Students are ineligible to participate in an outside activity if they are not successfully passing four academic subjects. Eligibility is determined at the end of each semester. Participants must have earned at least four academic credits during the preceding semester. They must be passing in at least four subjects during the current semester. Any student declared academically ineligible at the end of the first and third nine weeks will have their eligibility rechecked by the Activities Director at the mid-term of the subsequent nine weeks and if they are then currently passing

four subjects, may have their eligibility restored. This policy also follows state guidelines. This applies to all contests, concerts, performances, and activities. Students may not perform in an outside activity if they have not been in school at least the last half day of the scheduled game or activity. No student may participate in an activity if they have an unexcused absence the day of the activity.

Any student declared ineligible under the prior school district's good conduct rule, and then without having completed the full period of ineligibility at that school, transfers to Carroll High School, will not be eligible for interscholastic competition and performance at Carroll High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition and performance at Carroll High School as far as any good conduct rule is concerned.

Policy Title: Cocurricular Activities and Competitions

Code No: 503.5R

After Hours, Off-Premises Special Rules

Introduction

The following rules cover students in grades 5-12. These After Hours, Off-Premises Special Rules will be printed in the Student Handbook given to each student in grades 5-12 when school opens in the fall. A Student Handbook will also be issued to each new student who registers after the school year begins.

Position Statement

The Board of Directors, the Administration, and other employees of the Carroll Community School, have no control or responsibility for any student when the student is in custody and control of his or her parents, guardian, or other non-school related agency. The responsibility for the student outside of school hours and/or direct non-school affiliated events lies solely with the parents, guardian, or related non-school agency. There are three exceptions to this principle set forth immediately hereafter.

Exceptions and Penalties

The Board of Directors and Administration have determined the following specific policies as exceptions to the immediately preceding paragraph:

Individual Activities Training and Conduct Rules

1. The sponsors and coaches must establish training and conduct rules for the activities for which they have been given responsibility. These rules must be approved by the Principal or Athletic Director. They must be distributed to each participant and his/her parents/guardians before the activity commences. A student who registers late will receive the rules when he/she starts. Violation of any of these training and conduct rules may be just cause for eliminating a student from the activity or restricting participation.

Participation in Criminal /Unlawful/Undesirable Activity

2. Students who represent Carroll Community School in extra-curricular activities are expected to characterize high standards of conduct. Students who are charged with, or found to have been involved in, the commission of felonious acts or misdemeanors other than traffic charges may be suspended from activity participation if an investigation by school officials

determines that a preponderance of evidence supports the charge. They may be penalized in the manner described in following section on Alcohol and Illegal Controlled Substances. Upon each offense of a criminal or unlawful activity, the student shall be referred to the Student Assistance Team.

Alcohol, Tobacco, and Illegal Controlled Substances

3. Abuse of alcohol, tobacco, and/or other illegal substances classified as controlled drugs is deemed a most serious offense. The Board of Directors and Administration will impose severe penalties when it has been determined a participant has been involved in use, sale or purchasing, or possession of the same. Severe penalties will also be imposed on those who inhabit an environment or are in attendance where an illegal act(s) related to alcohol and/or illegal controlled substances occur(s), including, but not limited to: 1) alcohol being possessed, distributed, and/or consumed by people not of legal age to do so; and 2) possession, distribution, and/or consumption of illegal substances. Since rules for participation in activities carry over outside of school hours and school-sponsored events, parents and concerned agencies must cooperate with the school in eliminating alcohol, tobacco, and illegal controlled substances use and abuse.

When it has been determined that a student has broken the rules regarding number 2) or 3) above, the student shall be penalized as follows:

Repeat offense shall be calculated by counting backward from date of the current offense. Two calendar years shall be used in determining the number of offenses that apply.

FIRST OFFENSE: Four weeks (28 calendar days) suspension from scheduled Co curricular competition or performance. This four week suspension will be shortened to two weeks (14 calendar days) if the student reports the incident to a coach, sponsor, Activities/Athletic Director, or principal prior to any one of the above's knowledge of the incident.

SECOND OFFENSE: Ten weeks (70 calendar days) suspension from all Cocurricular competition or performance. A student suspended for a second time under this policy will be eligible to participate in Cocurricular activities and competition after five weeks (35 days) if he/she reports the incident to a coach, sponsor, Activities/Athletic Director, or principal prior to any one of the above's knowledge of it.

THIRD OFFENSE: A minimum of 18 weeks (126 calendar days) suspension from participation in all Cocurricular competition and performance. Re-admittance to participate shall be at the discretion of the Board of Education following a hearing conducted by the Board with the student and parent(s)/guardians.

The suspensions described above will be issued at the time the student makes a school coach, sponsor, Activities/Athletic Director, or principal aware of the infraction or at the time an investigation by the Activities/Athletic Director or the Principal determines by the finding of fact that the student is guilty of violating this policy.

A student will be charged with violation of the above rules under use, distribution, sale or purchasing, or possession of alcohol or a controlled substance including inhabiting an environment or being in attendance where an illegal act(s) related to alcohol and/or illegal controlled substances occur(s), including, but not limited to: 1) alcohol being possessed and/or consumed by people not of legal age to do so; and 2) possession and/or consumption of illegal controlled substances when any of the following is true:

- A. It is reported by a school employee or member of the Board of Directors when the reporting person has been an eyewitness to the reported violation.
- B. It is reported by a law enforcement officer when that officer has been an eyewitness to the reported violation.
- C. It is reported by the parent of the student.
- D. When investigation by a school official finds substantial evidence in the form of at least two eye witnesses, other than A, B or C listed above, along with a sufficient amount of corroborative information to satisfy the investigator that the student was involved in the use, distribution, sale or purchase, or possession of alcohol, tobacco and/or illegal controlled substances.
- E. A guilty plea has been entered or a conviction by a court of law of the State of Iowa or United States.

Eyewitness reports under A and B and parent reports under C shall be made orally or in writing to the Principal or Activities/Athletic Director. The substantial evidence of D shall be given to and/or gathered by Principal. The evidence of E shall be reported to or gathered by the Principal.

The charges of violation of the alcohol, tobacco or illegal controlled substance rule shall be reported by the Principal to the Superintendent.

The accused student shall be afforded due process of confrontation, hearing, and appeal as provided by Board Policy No. 502.5

Upon each offense of alcohol and/or illegal controlled substance the student shall be referred to New View Alcohol/Drug Prevention and Treatment Services. Referral to New View shall be filed on the standard referral form supplied by New View

ACADEMIC REQUIREMENTS

Carroll High School has certain requirements as determined by the State Department of Public Instruction and the local Board of Education. Please refer to the Course Registration booklet and Board policy for these requirements.

Other Requirements

1. Students may be given a proficiency and/or achievement test to determine eligibility for any class. A standard of proficiency may also be required for a student to attend a regular program of studies.
2. *A student may not perform in an outside activity unless he or she has been in school for at least the last half day of the event. This applies to games, contests, concerts, practices, etc. Students must return to school by **12:00 noon** to compete that evening.*
3. No student may participate in a practice or activity if the student has an UNexcused absence on the day of the event.
4. Student Classification: A student will be classified by the year in school rather than by credits earned. A student in the eleventh year will be classified as a junior even if planning to graduate at the end of the junior year. At the end of the fifth semester or sixth semester of school, juniors may petition to graduate if they earned the necessary credits to be eligible.

Registration Changes and Course Drops

After registration, students may not add or drop courses unless they have an inadequate schedule. The only exception to this is a compelling reason that is approved by the teacher, the counselor, and the principal. All students must be enrolled in and regularly attending six classes, plus physical education.

Academic Dishonesty

Academic dishonesty of any form (plagiarism, copying another's work, cheating, etc.) is strictly prohibited at Carroll High School.

Grading

Grades are a record of what you have done. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. The school only keeps them—you make them.

The timely completion of make-up work is also an essential component of a good grade average.

The semester grade from any class becomes part of the student's permanent record and those grades are used in calculating the student's grade-point average. Vocal music and physical education grades are excluded from the grade point calculation and honor roll consideration. Grade points are calculated on a weighted four-point scale with mark point weighting assigned to grades as follows:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Midquarter Notices

Notices are sent to parents at mid-quarter when the quality of a student's work is at the failing point or when the work is considerably below the level of expectation.

Incompletes

Incomplete semester grades will be given only for compelling reasons, such as extended illness or absence. Incomplete semester marks will be made only after a conference with the student, the teacher, and the principal. Incomplete work NOT made up within two weeks at the end of the term becomes an F (no credit for the semester).

Final Exams

Final exams may count up to the 20% of a semester grade. Students who are tardy to a final will not be allowed extra time beyond that testing period. All student fees need to be PAID IN FULL before semester exams may be taken. All students must be present during their regularly scheduled Semester testing period, unless specific permission has been granted by one of the Principals. Even if students are unable to pass the course for the semester they are required to be in their scheduled Semester testing period. Students who are not present or properly excused will be subject to detention or Saturday School.

Report Cards

Report cards are issued at the end of each quarter or nine-week session. Letter grades are used to designate pupils' progress.

Parent Conferences

Parent conferences for grades 9-12 will be held during both semesters of the school year. A registration conference with parents may be held near the end of the first semester in lieu of a spring conference date. A parent may request a conference with a teacher, counselor, or the principal at any time by telephoning the school office, 712-792-8010.

Honor Roll

An honor roll will be published each quarter for all students who have a 3.00 and above GPA and a 3.50 GPA and above for the quarter and no D's or F's in any classes.

Academic Letter Recognition

The academic letter is awarded to students upon their completion of three consecutive semesters (six consecutive quarters) on the Honor Roll. Students are awarded foil certificates recognizing additional "letter" awards for each additional semester they are named to the academic Honor Roll. Academic awards will be presented in the spring and in the fall.

National Honor Society

Students are nominated for consideration to the National Honor Society if they have a cumulative 3.5 grade-point average after five semesters of study. Nominees will be voted on by faculty on the basis of scholarship, leadership, character and service. Seventy-five percent of the faculty must vote to accept a student for the

student to be admitted. All students involved in National Honor Society are also subject to Board Policy 503.5R, the Good Conduct Rules.

Graduation

Students may petition to graduate after the sixth or seventh semester if the necessary requirements have been met. Students who leave school at mid-year having not met all requirements will be considered to have dropped out and not be eligible for senior activities. They may graduate if transcripts for missing credits are submitted prior to graduation exercises, but will not have student status during the semester they are not in attendance. In order to participate in graduation, seniors must have met all graduation/ deadline requirements, and they must follow checkout procedures and graduation dress codes.

Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in the Board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district.

A special commencement exercise will be held in January of each year for first semester graduates.

Students are required to give notice of their intent to graduate early at spring registration. Application forms are available in the counselors' offices and must be completed by December 1 for mid-term graduation and by April 1 for graduation at the end of the junior year.

It will be the responsibility of the early graduates to check with the school, in advance, regarding:

1. Picking up announcement package (ordered in the fall)
2. Distribution of cap and gown.
3. Graduation practice—(NOTE: All students must take part in the graduation practice in order to participate in the graduation ceremony.)

DMACC Classes

Before attending DMACC classes, Carroll High School students are required to notify the guidance office about the days and times these classes will meet. Refer to Board policy dealing with post-secondary credits.

Post-Secondary Enrollment Options Act

Under the Post Secondary Enrollment Options Act, Juniors, Seniors, and students enrolled in the Talented and Gifted program can take college courses while attending high school as part of their high school curriculum. This act is intended to promote a more rigorous academic course of study and a wider variety of course options.

To be eligible students must meet the post secondary schools PSEO entrance requirements and may not take a course that is comparable to those courses already offered by the school district. PSEO courses will calculate in the student's grade point average at Carroll High School if they are taken for dual enrollment credit.

Students must notify the guidance office of their intent to enroll in a post secondary course prior to September 1st of that school year. Under the act, the school district pays the cost of the course up to \$250.00. **A student who drops or fails a course under PSEO assumes the financial responsibility that the institution imposes for the course.**

Pass System

Student Agendas/Planners will be used for this purpose. When parents send their children to school, they are placing them under the direct control and responsibility of the teachers within the school. They expect and have the right to demand that the teachers take this control and responsibility. Therefore, each student must be considered and accounted for each period and each day they are sent to school.

When leaving a regularly assigned class or activity during the school hours, the student will obtain permission from teacher in charge by a signed pass (properly filled out) by that teacher. Upon their return, the pass will be given to the teacher and time noted.

If the student wishes to see a teacher during his/her conference period, it should be arranged in advance. The teacher must give a pass permitting a student to be excused from study hall. The student must deliver this pass to the study hall teacher at the beginning of the study hall period.

Pass slips should be filled out as follows:

1. The correct date and time must be placed on the pass.
2. The student's full name must appear on the pass slip.
3. The destination from and to must be specifically stated.

Media Center

The Media Center will be open before and after school. Media hours will be posted on the door.

Media Center Procedures

1. Students desiring to go to the Media Center from study hall must have a pass in advance from the Media Center staff. Passes may be obtained before school and/or between classes. Students need to sign out from study hall, go directly to the Media Center, and place their passes in the basket on the circulation desk.
2. Students wishing to use the Mac Lab from the Media Center must receive permission from the Media Center staff and sign out in the brown notebook.
3. Books, magazines, and pamphlets may be checked out for 3 weeks. (This does not include current magazines.)
4. No library materials will be taken or removed from the media center without being checked out.
5. The fine for overdue materials is a \$.05 a school day per book or magazine and \$.25 for overnight materials. Damaged or lost materials will be paid for by the student under whose name the materials are checked out. All materials may be renewed at any time. All library fines must be paid before semester tests.
6. Computer disks and/or copies must be paid for at the time of purchase.

7. Computers in the Media Center may be used during study halls providing computer usage rules are followed. Students who have lost their library privileges, also lose their computer privileges during the school day.
8. No gum or candy (including suckers) is allowed in the Media Center. Do not sit on the tables, keep feet off the chairs, and push chairs in and pick up any garbage before leaving.
9. Please do not write in magazines, newspapers, or books. Any misuse or abuse of library materials will result in loss of library privileges and fines for the damaged material.
10. Anyone interfering with the ability of others to work or study will lose library privileges. Failure to comply with the above rules and regulations will result in the loss of library privileges. Take care of library materials. Keep the Media Center an educational and meaningful place in our total school environment.

Computer Rules

Prior to using the Internet, students must have a signed parent permission form and must display this while using the Internet. Students should place this form in their agenda for staff to view as needed. Students not in compliance with these regulations and with other regulations regarding the abuse of Internet privileges will be subject to loss of these privileges and other sanctions outlined in school board policies regarding technology use. Students may not use E-mail at school.

1. Use proper body basics (posture) when working at the computer stations.
2. Use appropriate language and volume when speaking.
3. Do not roll around on the chairs.
4. Clean up after yourself. Pick up paper edges and extra copies and recycle them.
5. Do not bring food or drinks to any room containing computers or other electronic equipment.
6. It is your responsibility to make sure no hardware or software is destroyed, modified, or abused in any way.

Any teacher, teacher assistant, or other staff member may ask you to leave if your behavior is inappropriate. This banishment applies to all computer labs. Students who abuse computers, software, and networks or who are found to be using software that is unauthorized by the school will be restricted from using school district computers and possibly assessed the cost of damaged materials.

Study Hall Guidelines

The Carroll Community School Board has requested the study hall period be made an educational, worthwhile, and meaningful experience. To establish a study hall as an education function of the school, the following rules and regulations have been developed.

1. Students will be assigned a definite seat at a designated table. Upon entering the study hall, students should be seated immediately at his/her designated area. Privileges will not be requested until after roll has been taken.
 - a. Students who have passes signed in advance for the designated period will report to the study hall supervisor and sign the sign-out sheet according to his/her direction.

- b. When signing out, students will give their full name (first and last) on sign-out sheet provided, indicate the time left, destination and period. The previously-signed pass will be carried by the student when he/she is out of the study hall.
2. No more than two students (one boy and one girl) may leave the study hall (except under category #1 above at one time.)
 - a. Students going to the restroom will return within three minutes except when obtaining special permission from Study Hall supervisor.
 - b. Students will not sign out to the restroom more than once a period.
 - c. Students must have an advanced pass to sign out for any other destination.
3. All students in the study hall must have materials to study or reading materials, and during the period they must use these study materials or make use of their reading materials.
4. Study Hall placements for students may be assigned according to their grade that year at Carroll High School (9-10 or 11-12).

Attendance

Absences

Students must sign out/sign in at the front office whenever they are coming to/leaving the high school at a time not on their regular schedule. Regular attendance in classes is one of the highest priorities of the Carroll Community School. Interaction and activity that results from classroom instruction are a substantial part of the total expectations of any class. A credit on the student's record indicates some 75 hours of classroom instruction have been received by that student in addition to passing the tests, quizzes, and other requirements of the course. No absence will be considered lightly by teachers or administrators. You can do you best in class by being there.

The Carroll High School attendance policy is as follows:

EXCUSED ABSENCES

The following absences will be excused, **providing the excuse has been provided by the parent or guardian in advance of the absence, at the time of personal illness, or by the next school day by 10:00 a.m.** (calls will be taken from 6:00 a.m. to 4:30 p.m.):

1. Personal illness.
2. Family death or emergency.
3. Medical appointments which must be made during school time.

4. Court appearance if a summons or subpoena has been issued by court and the appearance is validated by Clerk of the Magistrate Court. (Appearances to enter a plea or pay a fine will not be excused—this can be done after school.)
5. College visits with recommendation of the Principal or designee at least **3 DAYS IN ADVANCE** or at the discretion of the Principal. Parent-teacher conference and semester break days should be used when possible for these visits.
6. Family trips and other extended absences which can be justified from an educational standpoint. These *must* be approved by the Principal *at least one week in advance* and arrangements made with each teacher involved for the make up of work to be missed. Advanced make-up slips will be required.
7. School-initiated absence (Field Trip Permission Slip required).
8. State level tournament games, or sessions, in which Carroll High School students are participating and for students involved in that activity, with prior arrangements, if excused by a parent no later than the day *before* the event. For certain events, students may be expected to also check in with the administrator present in order to be counted as excused.

UNEXCUSED ABSENCES.

1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness.
2. Leaving the building during the day without parental excuse and authorization of the office.
3. Work for parents or an employer.
4. Haircuts.
5. Oversleeping.
6. Car trouble.
7. Shopping trips.
8. Senior pictures.
9. Getting a driver's license.
10. Missing a class or study hall while being somewhere else in the building without a teacher's permission.

Following an **Excused** absence, the student will be responsible for completing make-up work. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. Work assigned or done the day of the absence will be due one day after the student returns. This work will be extended one day for each additional day of multiple absences.

Teachers will require students to complete a make-up slip and return it *in advance* in the case of school-initiated absence for field trips, peer workshops, etc. If this is not returned in a timely manner, the student will not be allowed to leave.

Students may not participate in a practice, contest, performance, or concert if they have not been in school at least the last one-half day (BY 12 noon) of the

scheduled game or activity, or if they have an unexcused absence that day. Students who leave school during the day for illness will not be allowed to participate in that event's practice or activity. **Students need to have returned to school by 12:00 noon to participate.**

If a student accumulates a total of ten absences (excused or unexcused) per semester, from any class, a conference with parents, student, teachers, and a principal or counselor may be called to determine if the student is progressing well enough to justify continuation in the class.

UNexcused Absence Consequences

A. *FIRST unexcused absence from a class(es) during a semester:*

1. The student will be assigned a 45-minute detention for one period, 90 minutes for 2 periods, and Saturday School for anything beyond 2 periods. This may be waived if there is a parent contact for the absence *in advance* and, though unexcused, it is for something that cannot be done outside of school time.
2. The student and his/her parent/guardian will be contacted to review school policy and procedure.
3. Truant students will *not* be given credit for work in the class during the unexcused absence, but may be required by the teacher to complete it as part of the class requirements.

B. *SECOND unexcused absence from a class(es) during a semester:*

1. The student will be assigned a 90-minute detention for one period, and Saturday school for more than one period missed. This will not be waived.
2. A conference between the student, the student's parent/guardian, and an administrator or counselor will be held.
3. Truant students will **NOT** be given credit for work missed in the class during unexcused absence, but may be required to complete it as part of the requirements.

C. *THIRD Unexcused absence from a class(es) during a semester:*

1. A third unexcused absence (or any unexcused absences beyond three) will result in an automatic Saturday school detention.
2. If the absence results in the third unexcused period from any class, the student will be removed from class with loss of credit and assigned to study hall.
3. The parent/guardian shall be given proper notification that all credit for the class(es) has been lost and they have a right to appeal the decision to the Board of Directors.

Tardiness

The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus.

To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first instance of tardiness each semester.

On the 2ND, 3RD, and 4th tardies each semester, the student will have to make up 45 minutes of detention.

For the 5th, 6th, and 7th tardies, the student will be assigned 90 minutes, and the parents will be contacted.

For each tardy **Beyond 7** Saturday school will be assigned for each succeeding tardy.

*****Being late beyond the first 15 minutes of first period will be considered an UNEXCUSED absence. TARDY DETENTIONS must be made up within four scheduled detention sessions.** Failure to do so will be treated the same as delinquent detention procedures as described in the section on detention.

Detention Assignment

Students may be assigned detention by a teacher or teacher assistant for any inappropriate behavior, disrespect, insubordination, or failure to follow the general rules/guidelines of Carroll High School. Teachers may assign non-tardy detentions to be served with that teacher within four detention periods. Accumulated non-tardy detentions and/or refusal to serve a detention will result in an office referral.

Detention Room

All detention assigned by the office will be in multiples of 45 minutes. The detention slip is completed in triplicate and signed by the student. This signature is to confirm that the student has received the assignment, not an indication that the student agrees or disagrees with the assignment.

1. There will be eight scheduled 45-minute office detention sessions per week.
*Tuesday through Friday mornings from 7:20-8:10. Students must be present by 7:25 a.m. or they will NOT be admitted for that session.
*Monday through Thursday afternoons from 3:15-4:05. Students must be present by 3:20 p.m. or they will NOT be admitted for that session.
2. Students will have four of these sessions to complete assigned detention after it has been issued.
3. All detentions will be assigned and made up in 45-minute segments.
4. Students must arrive during the first five minutes. After that time the door will close and there will be no admittance.
5. Students must report to the detention room with *work to do*. Credit will not be granted for students who are sleeping or talking.
6. ***Students who fail to make up assigned detention on time will be assigned Saturday School suspension.***

Saturday School

For most instances of student conduct that would have normally resulted in in-school suspensions in previous years, students will be required to attend a "Saturday School." Hours will be from 8-11:30 a.m.

1. Students are expected to attend Saturday School the week it is assigned-No exceptions or excuses will be allowed.
2. Students must be in the room by 8:00 a.m.
3. Students may not leave the classroom except for one restroom break determined by teacher on duty. If a student does leave, he or she will be suspended out of school for up to three days and a conference with the parents will be held.

4. Students are expected to work. They should bring a completed assignment sheet to Saturday School. Sleeping or talking to others will not be tolerated.
5. Students who fail to serve Saturday School will be assigned one full day of in-school suspension. Failure to serve the same assigned Saturday School a second time will result in two full days of In-school suspension. Failure to serve the same assigned Saturday School a third time will result in a 3-day In-school suspension. Parental contact will be made and a parental meeting will be required when a third absence occurs for the same Saturday School assignment. Students will be required to make up Saturday school regardless of the suspension issued. Students will still be required to make up the assigned Saturday School following the suspension.
6. Saturday School obligations must be made up before taking semester tests.

In-School Suspension

1. Students may not leave the classroom except for restroom breaks determined by the teacher on duty. If a student does leave, he or she will be suspended out of school for up to three days and a conference with parents will be held.
2. Students are expected to work. Sleeping or talking to others will not be tolerated.
3. Students assigned to in-school suspension instead of Saturday School will be ineligible for practice or participation in co-curricular activities held the day the suspension is served.

Out-of-School Suspension

1. The parent will be contacted by phone or mail.
2. No extracurricular activities may be attended, nor will a suspended student be allowed in the school building.
3. After the third out-of-school suspension, the student will be recommended for expulsion to the Board of Education.

Dropping Out of School

Beginning in the 1995-1996 school year, state law required any student who drops out of school before age 18 to lose his or her driver's license. At the time a student drops from school, the district is required to notify the Iowa Department of Transportation. The DOT will then revoke the student's license and notify local law enforcement agencies. State law mandates that a student must be 16 by September to legally drop out of school.

Student Conduct

Students who choose to behave in a manner that is contrary to our standard of student conduct must understand that they also choose the disciplinary action that will result.

Classroom time is very valuable. Classroom instruction is perhaps the most important function of our school. No student behavior that disrupts the classroom so as to keep the teacher from teaching or other students from learning can be tolerated. No student behavior in the hallways, lunchroom, or other areas that interferes with classes or is otherwise disruptive or destructive, will be accepted.

Disciplinary consequences ranging from detention, suspension or up to expulsion may result.

Classroom Conduct

Teachers are expected to be in charge of their classrooms. Students who disrupt classes keep teachers from doing their jobs effectively and cheat their classmates out of valuable learning item.

FIRST removal for any student who is sent to the office from a class for disciplinary reasons or who leaves a class without permission from the teacher will face consequences determined by the office and the teacher.

SECOND removal will result in disciplinary consequences, contact of the student's parents by the teacher, and the establishment of stringent conditions for the student's return to class.

THIRD removal will result in the student's removal from the class and loss of credit for that class as well as an assignment of an "F" grade for the semester. Saturday school will be assigned for a third removal from the same class.

Fighting

Fighting will not be tolerated; mature people settle their differences with discussion and compromise. Since it generally takes two to make a fight, those people involved will receive disciplinary measures which may result in up to three days of out-of-school suspension. Depending on the severity of the incident, Police may be called to intervene or handle the situation.

Verbal Abuse

Profane and vulgar language has no place in a school setting. Students using profane and/or vulgar language at any time will be subject to a detention assignment. Students using vulgar and/or profane language toward a teacher or staff member will be considered in serious breach of discipline and will be subject to suspension or expulsion for such action.

Harassment

Our society and community standards do not condone harassment, intimidation, extortion, or any other similar kinds of action by one student toward another. The warning against this behavior also specifically includes sexual harassment in any form which may include unwelcome sexual advances, one person touching another in a sexually-related way without permission or against the other's will, slanderous remarks made against another student, or written material in the form of libel. Students found treating others in any manner as previously described will be subject to disciplinary action up to and including expulsion. Students who believe they have suffered harassment shall report it to a teacher, a counselor, or an administrator. Follow these procedures when reporting harassment.

1. Communicate to the harasser, either verbally or in writing, that you expect the behavior to stop. If this is too difficult to do alone, seek help from one of the adults listed above.
2. If the behavior is repeated do *all* of the following:
 - a. Tell a teacher, counselor, or administrator.
 - b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or administrator. List:

- What happened
 - When it happened
 - Where it happened
 - Who was the harasser
 - List any witnesses
 - What you said/did
 - How you felt
 - How harasser responded
 - Exactly what was said
- c. The district will assist the student in writing a letter to the parents of the harasser telling him/her what to stop. This letter will be sent by certified mail for **FIRST OFFENSE**.
3. If the behavior is repeated, go to a higher authority such as the building principal or superintendent. The consequence for a **SECOND OFFENSE** is a three-day suspension Out of School, and a **THIRD OFFENSE** will result in a recommendation to the Board of Education that the offender be expelled.

Corridor Conduct

In deference to others, an atmosphere of courtesy should prevail. Do not run, push, shove, or stand in groups that block passage in the hallways. Public displays of affection are not appropriate in the hallways.

Assemblies

All assemblies are scheduled for some purpose and benefit to the student body. Courtesy and respect are expected from all students at assemblies. Students may not leave the building, go to the parking lot, or to any other part of the building during an assembly.

Smoking/Tobacco

1. Possession or use of tobacco on the school grounds or at school approved activities on or off school grounds is a violation of Board of Education policy and will result in disciplinary action for students involved. This includes smokeless tobacco. This restriction includes the parking lots, bus loading zones, and bus pickup and exchange points.
2. Students violating this policy will be suspended from school until a conference is held with parents or guardians.
3. A second offense will result in a 3-day suspension from school. Three or more offenses will result in longer suspension, which may lead to recommendation for expulsion.

Care of the Building

Sanitation, cleaning problems, and costly repairs result when gum, food, and beverages are used carelessly. Therefore, gum chewing is discouraged and food and beverages are not allowed in the classrooms or halls. Students may not bring in food or pop in cans or bottles before school.

Gambling

Gambling is prohibited in the school building. Card playing, dice throwing, or other gambling-type games are also prohibited even if not being played for money.

Threats/Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, visitors or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered

away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

All threats will be taken seriously and will be turned over to the police when deemed necessary by Carroll Community Schools Administration.

Weapons

The possession or use of any weapon, whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, or school buses or at school activities. This includes firearms, ammunition, and knives of any kind, regardless of their size or the purpose for which they are designed. School Board policy calls for students found in possession of a weapon to be subject to disciplinary action which would include suspension or expulsion. Federal law mandates an expulsion of one calendar year for students who possess or use weapons at school, on school grounds, on school buses or at school activities. (See CCSD Board Policy 502.10)

Student Dress

Students are expected to come to school looking clean and neat, dressed in a manner which is accepted as being in good taste and consistent with an attitude and atmosphere that is conducive to study and learning. Extreme hairstyle and dress that is unduly immodest, distracting or vulgar will not be accepted. Clothing with vulgar writing or "double meaning" messages will not be tolerated. Shirts or clothing that advertise alcoholic beverages or tobacco products or by their nature refer to or promote the use of alcoholic beverages or tobacco products are not to be worn at school. If shorts are worn, only dress-type shorts are acceptable, no briefly cut shorts or cutoff shorts. Tank tops or "muscle shirts" will not be acceptable for boys or girls. Bare midriffs will not be acceptable for boys or girls. Clothes with holes or tears are not acceptable. Bicycle shorts and must have something worn over them. Hats may not be worn in the building during school time. Any accessories deemed unsafe (such as chains) will not be accepted.

School Bus Riding Procedures

High school students riding regular route buses are expected to follow rules and directions of the driver. In-town shuttle buses are made available to high school students on a space-available basis. For the privilege of this convenience students are expected to practice appropriate behavior and courtesy toward drivers and other students while on the bus and at the bus stop area.

Students who create discipline problems on buses or at bus stops will lose their riding privileges after one referral and warning from the Transportation Office.

Buses and bus stop areas are considered the school grounds and subject to the same rules, including those about smoking and fighting.

Students participating in extra-curricular activities are expected to ride the bus with the team or other participants, as per the policy of coaches and sponsors. Parents may take their son or daughter home, but only if they have permission of the coach/moderator/ chaperone, and obtain the release form from the bus driver, sign it and submit it to the coach/moderator/chaperone.

Student Parking

Students will park their motor vehicles in the designated areas on the southeast side of the school only. Visitor's lanes, teachers' lot, handicapped lanes, and along the curbs of the driveways are no-parking zones. Any vehicle improperly parked will be towed at the owner's expense. By state law, a fine of \$100 will be assessed each time a student's vehicle is parked in a handicapped zone. The parking lot is off limits to students during the school day. Students going to the parking lot or loitering there without permission from the office during the day will be subject to disciplinary action. Park in the marked spaces and lock your car.

Visitors

All visitors must sign in at the high school office. Students may not bring guests or visitors to accompany them through the school day unless they receive permission from the office. The exception to this will be former Carroll students who may be back and wish to visit some classes for part of the day. Infants, toddlers, or small children brought to school in the company of their parent should not be permitted past the front office area during the school day. The school personnel the parent wishes to contact will be called to the office to meet with the parent.

Telephone Use and Electronic Devices

Students may use the extra phone in the office with permission, if necessary.

The use or possession of electronic devices such as beepers, pagers, cellular phones, CD players, headsets, laser pointers, etc., is prohibited. These will be confiscated and held in the principal's office. Other electronic devices (such as calculators) may be deemed educationally acceptable.

Daily Bulletin/Student Messages

The daily bulletin will be broadcast on television in the commons and is available on televisions in all classrooms.

Messages for students will be held in the office and the students notified. *Classes will not be interrupted to deliver student messages unless there is an emergency.* No flower, balloon, or gift deliveries will be accepted at school.

Messages for students from outside the building, should be restricted to only messages that are absolutely necessary to be received during school hours.

Lockers

Each student will have an individual locker with a built-in combination lock to secure his/her own school books and personal property. Students are expected to keep their lockers locked at all times or face consequences. **Do not keep money or other valuables in your locker.** Students will keep the same locker all four years they are in high school. The students will be responsible for any damage or defacing of the locker. Students may not have time to go to their locker between every class. It is possible to take the books for two or three classes at a time to avoid the congestion or time problem of getting to the locker between each period. Book bags/duffel bags should be of minimal size for safety purposes and so as not to disrupt the learning environment. At the end of the year, students are expected to clean out their lockers or they will be fined.

Search and Seizure

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment and presents a threat to the health and safety of students, employees, or visitors on school district premises or property within the jurisdiction of the school district.

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, student garments, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the laws affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - a. Pat-down search: If a pat-down search (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, when feasible.
 - b. A more intrusive search, short of a strip search, of the student's person, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health of the students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

1. Inspections: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

2. Searches: The contents of a student's locker or desk (coat, backpack, purse, etc.) and its contents may be searched when the school official has reasonable and articulable suspicion that the locker contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

D. Drug Sniffing Animals

School officials may call upon law enforcement officials to use a drug-sniffing animal if a school official has reasonable suspicion that the search will produce evidence that the student has violated the law.

Student Due Process

When violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action.
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

Open Enrollment

Parents/Guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following:

***January 1st** – last date for regular open enrollment requests for the next school year.

Parents/Guardians of open enrolled students whose income falls below the economic eligibility requirements established by the Iowa Department of Education are eligible for transportation assistance. This may be in the form of actual transportation to and from a point on a regular school bus route of a contiguous receiving district or in the form of a cash stipend.

Parents/Guardians should be aware that open enrollment might result in a temporary loss of athletic eligibility.

For further details contact the Superintendent's office at (712) 792-8001 or the Iowa Department of Education at (515) 281-5001.

Homeless Students

In accordance with Chapter 33 of Iowa Administrative Code, the Carroll Community Schools encourages homeless students and youth to enroll in school. For information please call the Superintendent's office at (712) 792-8001.

Student Advertising/Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expressions made by students in the exercise of free speech, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the school district employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school district employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by school district employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations of societies of journalism.

Persons, other than students, who believe they have been aggrieved by student's expression in student produced official school publication, shall follow the grievance procedure outlined in board policy 502.2. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.2.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

Prom Guidelines:

1. All Carroll High School seniors and those juniors who have met prom points and dues requirements are allowed to attend prom.
2. If you drop out of school, you may not attend the prom, even with a date from the senior or junior class at Carroll High School.
3. Dates accompanying seniors or juniors may be sophomores in high school or have graduated from high school the previous year.
4. Dates who are not juniors or seniors at Carroll High School must pay \$10 to attend.
5. Those students attending the alternative school may participate in prom activities if they have met the attendance and course requirements and have the approval of Mr. Haluska and Mr. Kasperbauer. If they are junior level students, they must pay dues and earn prom points.

NOTE: Nothing in this handbook may be construed to supersede Board and district policies as set forth in the Carroll Community School Board Policy Manual; and the school reserves the right to modify, eliminate, or establish school policies, rules, and regulations, including those in this handbook, as circumstances warrant.