



**CLEAR[™]
CREEK
AMANA**

COMMUNITY SCHOOL DISTRICT

— *BRINGING LEARNING TO LIFE* —

HIGH SCHOOL (9-12) HANDBOOK

2024 - 2025

TABLE OF CONTENTS

Table of Contents:	2-4
OPENING STATEMENT	5
Welcome Letter.....	5
School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes.....	5
School Song, School Colors, and School Mascot.....	6
Map of the District/School.....	6
High School Building Address, Phone Number, Fax Number, and Website.....	7
Staff Introductions.....	7
Definitions.....	8
Equal Educational Opportunity.....	8
STUDENT ATTENDANCE	9
Student Registration and Enrollment.....	9
School Calendar.....	9
Daily Academic Schedule.....	10
School Day – Arrival and Departure.....	11
Student Attendance Policies.....	11-17
Graduation Requirements.....	17
Commencement.....	18
Open Enrollment.....	18
College Visits.....	18
Open Campus Privileges.....	18
Inclement Weather.....	18
STUDENT RIGHTS AND RESPONSIBILITIES	19
Student Appearance.....	19
Student Care of School Property/Vandalism.....	20
Student Expression and Publication.....	21-24
Student Complaints/Grievance.....	24
Student Search and Seizure.....	24
Student Lockers and Desks.....	26
Bullying and Harassment.....	26
Hate Speech Response.....	27
Threats of Violence.....	28
Weapons and Weapon Look-alikes.....	28
Student Substance Abuse.....	29
Internet.....	30
Electronic/Technological Devices.....	31
Use of Motor Vehicles.....	31

Hall Passes.....	32
Academic Integrity.....	32
Dual Enrollment	33
STUDENT CONDUCT.....	33
Temporary Removal from Classroom.....	34
Detentions.....	35
Student Suspensions.....	35
Student Expulsions.....	36
Fines and Fees.....	36
STUDENT HEALTH AND WELLBEING.....	36
Insurance for Students.....	36
Extracurricular Student Insurance.....	36
Immunizations.....	36
Student Health Services	37
Administration of Medication.....	37
Student Illness or Injury at School.....	38
Communicable and Infectious Diseases.....	39
Sexual Abuse and Physical Abuse of Students by School Employees.....	39
Health Education Program for Students.....	39
Student Counseling Program.....	40
Other Services.....	40
Emergency Drills.....	41
Physical Restraint and Seclusion of Students.....	41
STUDENT SCHOLASTIC ACHIEVEMENTS.....	41
Conferences and Student Progress.....	41
Advisory	42
Grading Systems.....	42
Testing/Survey Programs.....	43
Student Honors and Awards.....	43
Eligibility for Extracurricular Activities.....	44
Graduation.....	51
STUDENT ACTIVITIES.....	52
Assemblies.....	52
Field Trips and Other Excursions.....	52
Buses and Vehicles Used for Activities.....	52
Student Funds and Fundraising.....	53
Dances.....	53
STUDENT RECORDS AND INSTRUCTIONAL MATERIALS.....	54
Student Records; Family Educational Rights and Privacy Act Notice (FERPA).....	54
Student Directory Information.....	54-55

Student Disclosure of Identity.....	55
Student Photos.....	55
Changes to Household Information.....	56
Student Legal Status/ Custody and Parental Rights.....	56
School Library.....	57
Inspection of Instructional Materials.....	57
MISCELLANEOUS.....	58
Visitors/Guests.....	58
School Nutrition Program and Free and Reduced Lunch.....	58-59
Buses and Other School District Vehicles.....	59-60
District-Owned Recording Devices.....	60
Lost and Found.....	60
Artificial Intelligence.....	60
Citizenship.....	61
Communications To and From the School.....	61
Outside Food/Treats and Cafeteria Expectations.....	61
ACKNOWLEDGMENT OF RECEIPT.....	62

OPENING STATEMENT

Welcome Letter

About Clear Creek Amana Community Schools

Teaching and learning in the Clear Creek Amana Community School District involves a partnership that supports families, students and staff working together. We commit staff, resources and facilities to provide a safe and caring environment in our buildings, grounds and classrooms to help foster students' life-long interest in learning and guide them in achieving their intellectual, academic, social, emotional and developmental goals. The years students spend in kindergarten through fifth grade are critical for forming a basic educational foundation and attitudes toward learning. We seek your support and input for our educational programs.

School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

Mission Statement: The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible, community members by providing an environment that brings learning to life.

Vision: As Clear Creek Amana Community School District moves into the future, we will foster a family atmosphere, while immersing students in a diverse academic experience, for their tomorrow.

Core Values: The philosophy of the Clear Creek Amana Community School District is founded on three core values:

1. **Student Opportunities-** We believe all students can achieve academic success when provided with the appropriate structures and support. We feel all children in this country deserve access to a high-quality, free, public education.

2. **Collaborative Learning Culture-** We believe collaborative and qualitative teachers drive exceptional results. We must invest in exceptional teachers to achieve exceptional results. We must recruit, support, and retain the nation's highest quality teachers and staff. Core to our mission, curriculum and school culture are the foundation from which our students will excel. We firmly believe that this investment is critical to the success of our students.

3. **Managing Growth-** As the district continues to grow, we will advocate for reasonable class sizes. We will focus on building and maintaining our buildings and grounds to create an inviting learning environment. We will welcome the community to our district to share their expertise and knowledge in order to collaboratively improve our local community.

School Song, School Colors, and School Mascot

CLIPPER FIGHT SONG

*Clippers are strong and true
Forevermore
Fight is our battle call
At CCA we're one for all*

*Clippers are strong and true
Forevermore
Fight is our battle call
At CCA we're one for all*

*Clippers are strong and true
Forevermore
Sail on to victory
Let's show them
It's Clippers all the way*

*Clippers are strong and true
Forevermore
Sail on to victory
Let's show them*

C - L - I - P - P - E - R - S

*Yeah Team Fight Fight
Yeah Team Fight Fight
Yeah Team Fight Fight Fight!*

School Colors

Blue and White

We are the CLIPPERS

The Clipper ship mascot embodies the spirit of the district as clipper ships are sharp-lined and built for speed; meant to lead the way for others. The Clipper logo represents the intensity, pride, and tradition of a Clear Creek Amana Clipper. The District typically offers a district-wide online Clipper fan gear order at back to school time for youth through adult sizes. Watch District communications for ordering instructions.

Map of the District/School

Located 7 miles west of Iowa City and 20 miles south of Cedar Rapids where both Interstates 80 and 380 intersect, the Clear Creek Amana School District covers over 175 square miles of beautiful eastern Iowa countryside. Our school district encompasses the towns of Tiffin (population 4,500), Oxford (population 797), Amana Colonies (population 1,600) and includes the eastern edge of the district inside the western city limits of Coralville and North Liberty. We draw students from two counties (Iowa and Johnson) and a community-based population of around 17,300. The district serves 3,124 students in PK-12 and expects an average of 150-200 students per year for the next five years. [Link to Maps, Feeder Schools and School finder.](#)

Clear Creek Amana High School Address, Phone Number, Fax Number, and Website

Clear Creek Amana High School
551 W. Marengo Rd.
PO Box 199
Tiffin, IA 52340
Main Office: 319-545-2361

Fax: 319-545-2863
CCA High School website
www.ccahs.ccaschools.org

Staff Introductions

District Administration

Superintendent	Dr. Corey Seymour
Senior Executive Director of Schools	Dr. Tania McKey
Senior Executive Director of Finance	Lori Robertson
Executive Director of Special Services	Sadie Winkles
Executive Director of Curriculum & Instruction	Christine Mangrich
Executive Director of Technology	Kael Hankins
Executive Director of Human Resources	Catherine Westfall
Director of School Support	Angelica Brothers
Director of Communication & Information	Laurie Haman
Director of Transportation	Denny Schreckengast
Director of Buildings and Grounds	Maury Gallagher
Director of Nutrition & Food Service	Missy Ortman
Director of Health Services	Whitney Eister

Building Phone Numbers and Administrators

Amana Elementary (PK-4th)	319-622-3255	Ben Macumber	benmacumber@ccaschools.org
Clear Creek Elementary (PK-4th)	319-828-4505	Kayla Amelon	kaylaamelon@ccaschools.org
East Ridge Elementary (4th-5th)	319-545-2075	Ryan Paulson	ryanpaulson@ccaschools.org
North Bend Elementary (PK-3)	319-626-3950	Brenda Parker	brendaparker@ccaschools.org
Oak Hill Elementary (2nd-3rd)	319-545-2248	Brian Williams	brianwilliams@ccaschools.org
Tiffin Elementary (PK-1st)	319-545-2081	Stacy Stull	stacystull@ccaschools.org
CCA Middle School (6th-8th)	319-545-4490	Brad Fox	bradfox@ccaschools.org
Associate Principal		Reagan Stone	reaganstone@ccaschools.org
CCA High School (9th-12th)	319-545-2361	Tom Daniel	tomdaniel@ccaschools.org
11th-12th Associate Principal		Dr. Lisa Stevenson	lisastevenson@ccaschools.org
9th-10th Associate Principal		Rob Hruby	robhruby@ccaschools.org
Activities Director		Kurt Ronnfeldt	kurtronnfeldt@ccaschools.org

High School Office Staff

Building Secretary	Corie Williams	coriewilliams@ccaschools.org
Business Secretary	Mary Lou Grimm	marylougrimm@ccaschools.org
Health Associate	Jessica Kelso	jessicakelso@ccaschools.org
Counselor (10th-12th Last names A-L)	Shannon Reisinger	shannonreisinger@ccaschools.org
Counselor (10th-12th Last names M-Z)	Dawn Shannahan	dawnshannahan@ccaschools.org
Counselor (9th all)	Megan Carlo	megancarlo@ccaschools.org

Definitions

- **“The district”** means Clear Creek Amana Community School District
- **“CCA”** means Clear Creek Amana Community School District
- **“Parent”** also means “guardian” unless otherwise stated.
- **“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.
- **“School facilities”** includes school district buildings and vehicles.
- **“School activities”** means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Non-Discrimination Statement

It is the policy of the Clear Creek Amana Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Angelica Brothers, Director of School Support, District Office, 1486 Hwy 6 NW, PO Box 487, Oxford IA 52322, (319) 828-4510, angelicabrothers@ccaschools.org.

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, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@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.

Clear Creek Amana, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Classroom teachers/Interventionists are responsible for this process. Parents wanting access should contact the classroom teacher.

STUDENT ATTENDANCE

Student Registration and Enrollment

New Student Enrollment

In order to provide thorough information and our best assistance, we request parents of new students come to the administrative office at 1486 Highway 6 NW, Oxford for an in-person registration appointment. *Walk-in assistance is not available.* For more information or to schedule an appointment, please call 319-828-4510 or email registration@ccaschools.org. Please notify us ahead of time if an interpreter is needed for the appointment.

All new students entering the district must provide documentation for proof of residency. The name and address on these documents must match the name and address of the parent or legal guardian of the student(s) being registered.

Please keep in mind that it could take 2-3 school days or longer to complete the enrollment process. Sometimes it may take longer depending on certain circumstances.

[Online Registration Link](#)

Returning Student Enrollment

All continuing families will need to complete the returning student registration process to be prepared for the first day of school. Families received an email the week of March 25, 2024 with directions to enroll their returning students online.

If you encounter issues during this process, please email registration@ccaschools.org or call 319-828-4510 and someone will be able to assist you.

To update phone numbers, contacts and email addresses, you may log into your Parent Portal account. Please keep all the information up to date so you don't miss out on any information the school and/or district may send.

School Calendar

Clear Creek Amana's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

The District and attendance centers maintain calendars for the websites, <https://www.ccaschools.org/calendar/>

Daily Academic Schedule

High School Hours

2024-2025 Block/Bell Schedules. A block =.25.

Regular Day

First bell	8:20
1st block	8:25 – 9:47
2nd block	9:52 – 11:14
3rd block	11:19 – 1:11
1st shift lunch	11:14 - 11:44
2nd shift lunch	12:00 - 12:30
3rd shift lunch	12:41 – 1:11
4th block	1:16 – 2:38
Advisory	2:43 – 3:25

Early Out Schedule

First bell	8:20
1st block	8:25 - 9:27
2nd block	9:32 - 10:39 (Announcements 10:34 - 10:39)
3rd block	10:44 - 11:50
4th block	11:55 - 1:25
1st shift lunch	11:50 - 12:17
2nd shift lunch	12:23 - 12:51
3rd shift lunch	12:58 - 1:25

2-Hour Late Start Schedule

First bell	10:20
1st block	10:25 – 11:26
2nd block	11:31 – 1:13
1st shift lunch	11:31 – 12:01
2nd shift lunch	12:07 - 12:37
3rd shift lunch	12:43 -1:13
3rd block	1:18 – 2:19
4th block	2:24 - 3:25

School Day – Arrival and Departure

Arrival Time

Students eating breakfast at school may enter the building at the times listed below. If you have questions about arrival time procedures, please check with your child's principal.

School	Front Doors Open	Breakfast Served & Teachers Available	Classes Start
Clear Creek Amana High School	7:30	7:45-8:20	8:25

Before School Arrangements

There is no regular supervision in classrooms or the hallways prior to the times listed above. Students who arrive before supervision starts create a supervision problem since the classroom teacher is preparing for the day and may not be in the classroom. Please do not send or bring your child before supervision is available.

After School Arrangements

To ensure your child's safety, teachers will send students to their regular destinations unless parents call or send a written note informing the school of any change. This applies to all students who are going to a different destination (e.g. a friend's house), or not riding the bus for whatever reason.

Early Release/ Late Arrival During School Hours

CCA High School has a closed campus during the school day. Any student arriving after school has started at 8:25 a.m. or leaving before the end of the school day at 3:20 p.m. or 1:20 p.m. on early out days is required to check in or out with the staff in the front office. Students coming and going for Kirkwood classes and/or the student is a twelfth grader during their scheduled lunch or an open class block do not need to check in and out. Failure to follow Early Release/ Late Arrival procedures may result in the student's absence considered unexcused.

Student Attendance Policies

Iowa law defines compulsory age as a child who is a resident of Iowa and is four years of age on or before September 15 of a school year and enrolled in Statewide Voluntary Preschool Programs (SWVPP), and children who are under sixteen years of age by September 15 of a school year. Regular, punctual attendance is expected for all students in the District. The research supports that ten percent (10%) of the days school is in session or more absences substantially impedes a child's learning and shall be considered excessive. Any child who has missed ten percent or more days in a school year shall have his/her circumstances, including academic achievement, reviewed by school personnel. Unexcused absences may result in disciplinary action. Findings may result in a truancy referral to the Iowa or Johnson County Attorney's Office.

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 Clear Creek Amana's education program and accomplish the student's educational objectives. Although Clear Creek Amana 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.

[Policy 501.09: Chronic Absenteeism](#)

[Policy 501.09R1 Chronic Absenteeism Regulation](#)

Absences

A student is considered absent:

- For a full day, if not present in all classes on a day or time school is in session.
- For half a day, if the student misses more than two classes or the equivalent of half of their day.
- For a quarter day; if the student missed one class or the equivalent of one-fourth of their day.
- If they miss more than 20 consecutive minutes of class is considered an absence for that class.
- Absences of any length of time will be documented in our student management system each day.

Please call or email the office staff at the school by 8:30 a.m. to report an absence before or on the day of the absence.

Absences may be categorized as exempt or non-exempt. For illness, parents must give 1-2 symptoms when reporting.

Tardies

- A student is considered tardy if late to any class on a day at the time school is in session. If it is more than 20 minutes after class has started, the student is marked absent, not tardy.
- On a student's third tardy and all subsequent tardy to any class, they will receive a 30-minute detention to be assigned and served with that teacher. Six tardies to the same class per semester will result in disciplinary action, which may include loss of credit for that class.

If advance notification is not possible, parents must notify the school secretary on the day of the absence prior to **8:30 am**. If notification is not received, the office will attempt to contact the parent at the given emergency number on file. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require:

- Note written and signed by the parents or emailed to the staff.
- Health care provider note signed by the health care provider.
- Health care provider note signed by the parent.
- Other evidence or written explanation.

Participation in Athletics/Activities

To participate in games, meets, performances, or events, all student participants must be present by the beginning of the third block on the day of the event and remain in attendance through the remainder of the day. Exceptions are made for excused doctor appointments, bereavement, and college visits, but any other absences must be cleared with the activities director in advance. Students can still participate in practices as long as they are present during any part of the school that day.

Iowa law outlines guidelines that districts must follow to address chronic absenteeism. State guidelines are the basis for the Clear Creek Amana policy and practices regarding attendance.

Clear Creek Amana School District will no longer determine if an absence is excused or unexcused. Absences are either **counted** or **exempt**. All absences will be counted towards a student’s total absences for the grading period unless they meet specific criteria for exemption as outlined by Iowa law.

Being in school every day and on time is important for a child’s learning experience and academic success. We understand that children get sick and sometimes personal circumstances can come up that can affect attendance. However, even when absences are exempt, they can add up and affect a student’s progress.

*The following absences are **counted** against a student’s total absences for the grading period:*

MED	Medical - (potentially excluded if meets requirements and approved)
UN	Unexcused Absence
FAM	Family Leave, Non-Medical Absences
CV	College Visit
UN	Unexcused absence - skipped class, absent with no parental contact
SRNP	School Related Non-participant
OSS	Out of School Suspension

*The following absences are **exempt** from being counted in a student’s total absences for the grading period:*

*MEDX	Unable to attend school due to approved medical reason(s)
RELX	Attending religious services or receiving religious instructions
IEPX	Individualized Education Program (IEP) that affects attendance
504X	Section 504 plan under of the Federal Rehabilitation Act that affects attendance
CRTX	Excused for sufficient reason by any court of record or judge. (e.g., jury duty)
GRDX	Completed the requirements for graduation or has obtained a high school equivalency diploma

*The following medical absences are considered **exempt**:

- A parent-reported illness that a healthcare provider would recommend that the child not come to school, including those listed under “Illness Guidelines” on the CCA website
- Illnesses for which health or office staff send a student home
- Illnesses for which a doctor’s excuse is provided
- Pre-arranged, planned absences for medical appointments or treatment that have been reported at least 24 hours before the absence or for which a doctor’s excuse is provided
- Absences resulting from a chronic or long term medical condition (i.e. cancer treatments, hospital stays, recovery from surgery, etc)

In order to assist families with monitoring student attendance, the district will be implementing notification letters when students reach 5%, 10% and 15% absenteeism. The following chart outlines the number of absences for each grade level, per grading period:

	Grading Period	1st Letter	2nd Letter	3rd Letter
Elementary	Trimester	3 days	6 days	9 days
Middle School	Trimester	3 days	6 days	9 days
High School	Semester	4 days	9 days	14 days

- 1st Letter The first letter is meant as a reminder to the parent or guardian of the Chronic Absenteeism and Truancy Policy.
- 2nd Letter The second letter provides notification to the parent or guardian that the student has been absent from school 10% or more in the current grading period, which by Iowa law is considered Chronic Absenteeism. State law requires the district to notify the County Attorney when a compulsory age student has reached 10% absenteeism.
- 3rd Letter The third letter will start a *School Engagement Meeting* to find out why the student is missing school and ways to improve attendance. The meeting must include the student, their parent or guardian, and a school official. Together, they will create and sign a *Absenteeism Prevention Plan* to prevent further absences. This plan will explain why the student has been absent and what each person will do to help. The school official will check on the plan every week for at least the rest of the grading period.

All notification letters will be mailed to the student’s home, emailed to the parent or guardian, and posted in the PowerSchool parent portal with a request for a digital signature of receipt.

Iowa law requires that districts notify the County Attorney when a compulsory age student is chronically absent or truant. If the student and/or the student’s guardian fails to attend a *School Engagement Meeting*, fails to enter into an Absenteeism Prevention Plan, or violates the terms of the Absenteeism Prevention Plan, the County Attorney may initiate a legal proceeding for compulsory age students.

Frequently Asked Questions

How many days can my child miss school?

Absences are either **counted** or **exempt**. If an absence does not meet the requirements to be considered exempt, then it will be counted towards the student’s total absences for the grading period.

Absences which are exempt from being counted in at student’s total absences for the grading period include specific medical absences, religious reasons, court or legal proceedings, absences included in a Section 504 or IEP, or absences which occur after completion of graduation requirements.

Are my child’s absences counted for the entire school year?

All counted absence totals start over each grading period. CCA Middle School and all elementaries have 3 grading periods per year (trimesters). CCA High School has 2 semesters per year.

What are the criteria for “excused” or “unexcused” absences?

Clear Creek Amana School District will no longer determine if an absence is excused or unexcused. Absences are either **counted** or **exempt**. All absences will be counted towards a student’s total absences for the grading period unless they meet specific criteria for exemption as outlined by Iowa law. The only absence that is considered unexcused is when a student is absent for unknown reasons and the school has not heard from the student’s guardian regarding the absence.

How do I report my child's absences?

All student absences need to be reported to the main office of your child's attendance center. Parents may call the main office, email the building secretary, or report the absence through the PowerSchool parent portal.

What are some examples of absences that are counted against my child's attendance?

Absences which count against a student's total absences for the grading period include:

- Unexcused absences
- Family Leave (i.e. vacation, out of town, funeral, non-medical appointments, etc.)
- School Related, Non-participant (i.e. spectator at a school-sponsored event)
- Out-of-School Suspension
- Medical illness determined not exempt
- College visits
- Non-participant for a school-sponsored event (i.e. spectator at an athletic event)

What are some examples of absences that are exempt from being counted?

Absences which will not be counted against a student's total absences for the grading period include:

- Medical illness determined to be exempt
- Religious holiday or service
- Court-directed activity
- IEP or 504 Plan that restricts attendance
- Participant in a school-sponsored activity
- In-School Suspension

Is mental health included in exempt medical reasons?

Iowa law does not distinguish between physical health and mental/behavioral health when determining medical exemptions. Mental and behavioral health may be included for medical exemption. Decisions are made on a case-by-case basis according to district policy and based on the information provided to school personnel.

I'm planning to do college visits with my student. Are those absences exempt?

Per Iowa Code and Iowa Department of Education guidance, college visits are not exempt.

My student wants to attend state basketball to cheer on their friends. Is that an excused absence?

Per Iowa Code and Iowa Department of Education guidance, attending activities and events as a spectator is not exempt.

Are family funerals an excused absence?

Per Iowa Code and Iowa Department of Education guidance, attending funerals is not exempt.

We have a family vacation planned. How does that impact my student's attendance record?

Per Iowa Code and Iowa Department of Education guidance, family vacations are not exempt.

My student isn't feeling well, but it doesn't warrant a doctor's visit. Do I need to make an appointment to get a note?

If a student has an illness or symptoms that a healthcare provider would recommend that the child not come to school, including the symptoms and illnesses listed under "Illness Guidelines" on the CCA website, then the illness will be exempt from being counted towards the student's total absences for the grading period.

What does it mean for my student's attendance record if the nurse sends them home sick?

When a nurse sends a student home for health-related reasons, the absence will be considered medically exempt from being counted towards the student's total absences for the grading period.

My student has a planned surgery (i.e., tonsillectomy). Will that count against their attendance?

With a doctor’s note, this would be considered medically exempt from being counted towards the student’s total absences for the grading period.

If I have to pick my student up early for an appointment, are they considered absent?

With a doctor’s note, or 24-hour advance notice of the appointment, this would be considered medically exempt from being counted towards the student’s total absences for the grading period.

My student has recurring appointments (i.e., physical therapy, counseling, specialist). Does each appointment require a doctor’s note, or can I bring in one note for the year?

It may be possible for recurring doctor appointments to be outlined with one note and considered medically exempt from being counted towards the student’s total absences for the grading period. Decisions are made on a case-by-case basis according to district policy and based on the information provided to school personnel.

Who do I give a doctor’s note or other documentation to, and when?

Doctor’s notes can be given to the building secretary, nurse, or an administrator either prior to the absence or upon return.

What happens if my student’s bus is late?

Students will not be counted absent or tardy due to bus-related delays.

How does this law affect students enrolled in college courses?

The student is considered present, given the student is attending a class through the school district under the direction, instruction and supervision of the college’s educational staff.

What is the difference between “Chronic Absenteeism” and “Truancy”?

- “Chronic Absenteeism” = **counted** absences from school which total more than 10% of the days in a grading period
- “Truancy” = **counted** absences from school that add up to more than 20% of the days in a grading period, and failure to participate in the *School Engagement Meeting* and/or to follow the *Absenteeism Prevention Plan*

What ages fall under this policy?

“Compulsory Attendance Age” is the age range in Iowa that children must attend school. Iowa law defines compulsory age as a child who is a resident of Iowa and is four years of age on or before September 15 of a school year and enrolled in Statewide Voluntary Preschool Programs (SWVPP), and children who are under sixteen years of age by September 15 of a school year.

Compulsory Age applies in terms of communication with the County Attorney, design of plans, etc. However, the district is required to track and report attendance to the state for all students enrolled, regardless of age.

What is the purpose of the *School Engagement Meeting*?

The purpose of the *School Engagement Meeting* is to identify reasons that are keeping the child from attending school and figure out ways to improve their attendance.

What are the consequences for not cooperating with the *School Engagement Meeting* and *Absenteeism Prevention Plan* requirements?

If the child or the child’s guardian do not participate in the *School Engagement Meeting*, or if they fail to enter into an *Absenteeism Prevention Plan*, or if the child or the child’s guardian violates a requirement of the plan, the County Attorney will be notified if the child is of compulsory age. The County Attorney is then the decision-maker regarding truancy charges.

Make-Up Academic Work Policy

For excused absences, the student is required to complete make-up academic work in the same number of calendar days as the absence(s) plus one additional day. Further arrangements can be made directly with the instructor. For unexcused absences, instructors are not required to allow make-up work to be submitted for credit. For absences due to suspension, academic work must be completed during the suspension period or as arranged with the instructor. It is the student's responsibility to obtain all assigned work that will occur during the suspension period.

505.05 Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 56 credits prior to graduation. The following credits will be required for graduation:

Graduation Requirements/Policies:

Language Arts	8 Credits
Science	6 Credits
Mathematics	6 Credits
Social Studies	6 Credits
Physical Education	4 Credits
Electives	22 Credits
Health	2 Credits
Fine Arts	1 Credit
Personal Finance	1 Credit

The required courses of study will be reviewed by the board annually.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8th physical education credit for each semester the student is enrolled in the program.

All students in grades 9–11 shall be enrolled in a mathematics course regardless of current credit attainment, unless they have completed the highest math class offered.

505.07 Commencement

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduation class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

All students in grades 9–11 shall be enrolled in a mathematics course regardless of current credit attainment, unless they have completed the highest math class offered.

** Students must complete at least 54 credits in order to participate in graduation and must complete 56 by June 30th.

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 open enroll in another school must contact the CCA District Office for more information at (319) 828-4510.

[Link to Clear Creek Amana Open Enrollment Application and Deadlines](#)

College Visits

We recognize that students and/or their families may need parts of the school day or a whole day to visit a college and/or attend an orientation. This is typically reserved for students in grade eleven and twelve. Parents must notify the office in advance and students must communicate their absence in advance with their teachers.

Open Campus Privileges

The campus is closed during the school day unless the student is in grade twelve during their scheduled lunch or an open class block. Students who leave for lunch and are tardy upon return may have open campus lunch privileges revoked and/or a consequence given. On early-out days, if a student in any grade level has third shift lunch, they may leave school after their class ends.

Inclement Weather

We hold classes as scheduled unless conditions such as severe weather pose danger to the health and safety of students and staff. The Superintendent will make the decision to cancel school, delay the start time or dismiss classes by 5:30 am.

The district always strives to make decisions affecting the school schedule as soon as possible. We know our decision to close schools in poor weather has a big effect on families. We also believe students benefit both academically and socially by being in school. We try to balance many factors when it comes to

decisions regarding school closings.

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via *District Communication Channels* (see list below). These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by *Inclement Weather Communication* (see list below). Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the Superintendent of Schools or designee will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

Inclement Weather Communication

To provide you with the most accurate, up-to-date information, we always recommend checking with official district resources first for delay and cancellation information:

- The district mobile app will send early notifications.
- District families and staff will receive a phone call, email and/or text message to the information we have on file, unless you have opted out. (NOTE: To receive phone calls, emails or text messages directly from the district's notification system, you must be in the district's student information system, PowerSchool, as a parent/guardian).
- The homepage of our websites (www.ccaschools.org) will be updated with delay or cancellation information.
- The district ([Facebook](#), [Twitter](#), [Instagram](#)) accounts will be updated with the latest information.
- KCRG is also notified of any delays or cancellations.

If the District holds class during inclement weather conditions, parents or guardians may pick up their children or keep them at home. Parents and guardians must notify the school if they decide to keep their children at home. The absence will be considered excused.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Clear Creek Amana believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Clear Creek Amana believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities

that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of the building administrator, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

- Drug, tobacco, or alcohol pictures or advertising
- Displays of obscenity, profanity, or vulgarity
- Shoes with cleats except for outdoor practices
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes)
- Clothing or accessories that are dangerous or could be used as a weapon
- Discriminatory remarks
- Bare feet are not allowed
- The wearing of caps, hats, bandanas, hoods, or other headgear can be prohibited in the classroom
- Closed-toed shoes can be required in some classrooms for the health and safety of students
- Blankets may not be "worn" or carried during the school day.
- No walking canes without a medical note

Students who refuse to comply or are found to be a habitual offender may be sent to the building administrator, who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

[Student Care of School Property/Vandalism](#)

Materials including textbooks, other books, computers, computer accessories, or any other materials provided by the school to the student is the responsibility of that student. Lost, misplaced, damaged, or stolen materials are the responsibility of the student and they will be assessed the cost of the material. Students must take care of school property including desks, chairs, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to:

- Students may be required to reimburse the school district for actual cost of the damages.
- Students may be required to reimburse the school district for cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.

In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by the building administrator or designee, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

[Policy 502.02: Care of School Property/Vandalism](#)

Student Expression and Publication

The board of directors of Clear Creek Amana protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy [Regulation 502.03R1-R\(1\): Student Expression and Student Publications Code](#).

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the building administrator.

Student Expression

Clear Creek Amana aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Clear Creek Amana generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Publication

Student-produced official school publications will not be offered and sponsored by the school district as part of the curriculum. Student-produced 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.

Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violate school district policies, rules or regulations, cause the material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the Classroom Teacher /or Building Administrator to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in the Student Complaint/Grievances portion of the student handbook.

Distribution of Unofficial Material

Board policy: [Distribution of Materials](#)

The Clear Creek Amana Community School District board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular.

Non-curricular materials to be distributed must be approved by the Communications Director and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the Communications Director to draft administrative regulations regarding this policy.

Distribution of Materials Regulation

Board Policy: [903.5R1](#)

I. Guidelines.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, disability, age, sexual orientation, gender identity, or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

Time, place and manner of distribution of printed materials.

The distribution of printed materials is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows for students who do not have Internet access:

1. Upon District approval, a limited number of materials may be distributed. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students. This additional option may be selected on the

CCA Backpack Request Form.

2. It will be the requesting organization's responsibility to provide paper copies. It is not possible for schools to make additional copies or to distribute to individual classrooms/students.
3. It will be the requesting organization's responsibility to deliver paper copies to each school building.
4. Approved flyers will be limited to 20 at each building.
5. The material shall be distributed either before and/or after the regular instructional day.
6. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity. Distribution of written materials, pamphlets, flyers outside the school building, but on school grounds, shall be prohibited between 7a.m. and 5p.m. This includes the placement of flyers on vehicles in school parking lots.

Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "Material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground

newspapers, whether written by students or others.

6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Student Complaints/Grievance

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy. [Policy 502.04: Student Complaints and Grievances](#)

Student Search and Seizure

Clear Creek Amana 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.

[Regulation 502.08-R\(1\): Search and Seizure - REGULATION](#)

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, clothing worn or carried by the student, satchels, purses, gym bags, any other container being used for holding personal belongings of any kind in the possession or immediate proximity of the student, any personal belongings in or on school property if the student is not present, 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.

A school official shall NOT conduct a search that involves:

- A strip search
- A body-cavity search
- The use of a drug-sniffing animal to search a student's body
- A search of a student of a different gender than the official

Lockers and Desks

Although school lockers and desks 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, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Inspections may be carried out by the following but are not limited to: school officials, employees, or agents, others hired at their discretion, or drug-sniffing animals. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to:

- Visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile
- The use, by school officials or others hired at their direction, of a drug-sniffing animal to inspect student parking lots and student automobiles.

The interior of a student's automobile on school premises may be searched pursuant to the terms of this Student Search Rule for the search of students and protected student areas.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search and may turn materials over to law enforcement. 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.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are not allowed to change lockers without administration approval. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk 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. The building administrator may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator 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.

P.E. Lockers

Locker space will be available to students during P.E. class. Students are encouraged to bring their own lock to use in the locker room. The school will NOT provide locks. The P.E. instructors can secure valuables in their office at student's request. Never leave valuables in an unsecured area. This includes locker rooms. Unfortunately, there is very little we can do to investigate when a theft occurs in the locker room.

Bullying and Harassment

Clear Creek Amana 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Clear Creek Amana's rules, regulations, and policies. [Policy 104:](#)

Anti-Bullying/Harassment

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

“Harassment” and “bullying” mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual 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.

- 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.

“Trait or characteristic of the student” includes but is 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.

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

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent or superintendent designee. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent or superintendent designee determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law. [Policy 104.R1: Anti Bullying Anti Harassment Investigation Procedures](#)

In case of an apparent conflict of interest, *the superintendent will determine the alternate investigator.*

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Hate Speech Response

The Clear Creek Amana School District works diligently to be a welcoming environment where all students and staff feel safe. Hate speech of any sort will not be tolerated and will be addressed. Hate speech is ANY language or writing that is offensive to a protected class. These classes include but are not limited to: race, color, national origin, disability, religion, creed, sexual orientation, gender identity and socioeconomic status. Disparaging comments, regardless of intent, toward these groups directly OR indirectly will have both an educational and disciplinary response.

Situations that occur on social media will be handled on a case-by-case basis taking into account the content, potential threats, and time elapsed between creation and posting.

Things to consider when determining appropriate response:

1. Written or verbal.

2. Directed at a specific person(s) or a general comment that was overheard.
3. A documented history of similar behavior.

Latitude for the determination of precisely what sanction should be imposed for each infraction is determined by school personnel. Every effort is made to relate the consequences or sanctions as directly as possible to the student's behavior. The intent is to educate and change future behavior while addressing the causes or factors contributing to the student's actions.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found at: [Policy 503.08: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence](#). Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

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

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence:

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Recording and/or Posting Altercations and Fights

Students who actively record or take videos or pictures of altercations/fights (on school devices OR while at school) will be subject to school consequences. Students who distribute the material through text or social media (that was captured while at school) will be subject to school consequences.

Weapons and Weapon Look-alikes

Weapons, weapon look-alikes, and other dangerous objects 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. Weapons, weapon

look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

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.

Offenses in this category are cumulative for a student's high school career. Their record is NOT wiped clean each school year.

First Offense

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. The student will be suspended out of school for three school days. The student shall also be suspended from extracurricular activities according to Board policy.
4. Police referral is optional based on the circumstances.
5. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 30 days.
6. Local law enforcement will be contacted to provide support, if necessary.

Second Offense

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. A student/parent/administrator, athletic director, teacher, counselor conference will be required.

Police referral is optional based on circumstances.

4. The student shall be suspended out of school for five days. The student shall also be suspended from extracurricular activities according to Board policy.
5. The student and his/her parents are recommended to consider professional assistance.
6. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 60 days.
7. Local law enforcement will be contacted to provide support, if necessary.

More than Two Offenses

1. The student shall be referred to administration or to the person in charge of the school-related event.
2. The student's parents shall be called and informed of their child's behavior.
3. A student/parent/administrator conference will be required. Expulsion will be recommended.
4. The student will be suspended from school until a Board Expulsion Hearing is completed.
5. The case shall be referred to the police.
6. Students under the influence of drugs and alcohol at a school-sponsored event will be prohibited from attending school events (other than class time) for 365 days.
7. Local law enforcement will be contacted to provide support.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. [Regulation 605.06-R\(1\): Internet Appropriate Use - REGULATION](#)

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

- Loss or restriction of internet access privileges for a period to be determined by the district
- Loss of district provided 1:1 device or take-home privileges
- Additional supervision of online activity

Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, earbuds, radios, etc. These devices are only permitted for use prior to the start of the school day, at passing time between classes, during the student's scheduled lunch time, and at the conclusion of the school day. Should a student be found using a device outside of the permitted times, it may be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances with permission from the classroom teacher or building principal.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

Computers

Students have access to computers and the internet for educational purposes during school hours. Appropriate conduct regarding this access is expected. All parents are asked to read and sign a computer use agreement at registration. The full policy is available in the Media Center. Examples of inappropriate uses of technology are:

- Sending or displaying offensive messages or pictures
- Using obscene or abusive language
- Harassing, insulting or attacking others
- Damaging computers, the system or network
- Violating copyright laws
- Using another's password or identity
- Trespassing in another's folders, files or work
- Downloading illegally obtained or material

Each student is issued a Chromebook and is required to fill out a Technology Usage Agreement. Please refer to that agreement for more information.

Use of Motor Vehicles

Driving to school and on school property is a privilege, not a right, and conduct in the parking lot is subject to school rules. Students are not to be in their vehicles during the school day. Be sure to bring all books and supplies into the building in the morning. During the school day, students are not to leave the parking lot in their vehicles without office permission.

It is REQUIRED that all students register their vehicle(s) in the main office. This information helps the

school provide assistance to students when lights are left on, cars are left running, windows are left down, or keys are locked in the car.

Excessive speed and reckless driving (to be determined by school staff) at any time will result in loss of parking lot privileges. Students are expected to walk to classes at the Middle School or at West Campus. A shuttle will be provided on days with inclement weather.

Hall Passes

Students are expected to have a hall pass from their teacher when outside of the classroom during their scheduled class time with that teacher.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, providing work to another student, unauthorized use of devices, or copying from other unauthorized sources such as past exams, online or hard copy sources, or any Artificial Intelligence (AI) programs. Automated translators may be considered a violation in courses focused on language acquisition. Direct quotations require proper source citation. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. If a student feels this policy is being unfairly applied, they have the right to appeal to the building administration.

Penalties for breach of academic integrity accumulate as ninth and tenth graders. Eleventh grade students will have penalties reset but will accumulate through eleventh and twelfth grade. Minor infractions will be determined and handled by instructors. Major infractions will be handled as follows:

Freshmen/Sophomores

- **1st offense in a class:** Parents will be notified. Students must redo the paper/project for 1/2 credit. If they choose not to redo, they will lose credit for the quarter.
- **2nd offense in the same class as the 1st offense:** Parents will be notified and required to attend a conference. Students fail the semester.

Junior/Senior

- **1st offense in a class:** Parents will be notified. Students receive a ZERO for the assignment, with no chance to redo.
- **2nd offense in the same class as the 1st offense:** Parents will be notified and required to attend a conference. Students fail the semester.

Cross-Curricular Plagiarism

- **1st offense:** Follows the grade level policy for the first offense.
- **2nd offense in any other class*:** Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also in violation of the Good Conduct Policy, Category III, in addition to being a Discipline Infraction Level 2 offense.
- **3rd offense in any other class:** Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also

in violation of the Good Conduct Policy, Category III – second offense, and a Discipline Infraction Level 3 offense.

- **4th offense** in any other class: Will be dealt with through the administration on a case-by-case basis.

*Example: A student plagiarizes as a junior in English class and then plagiarizes as a senior in Psychology. This would be considered a 2nd offense under cross-curricular policy in their Psychology class.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Clear Creek Amana 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 Michelle Skubal, michelleskubal@ccaschool.org.

[Policy 604.07: Dual Enrollment](#)

[Policy 604.01: Private Instruction](#)

[604.01-E\(1\): Private Instruction - REPORT](#)

STUDENT CONDUCT

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. Link to [Policy 503.01 Student Conduct](#). The District utilizes the **FOLLOWING MATRIX** in response to student discipline at the 6th-12th grade Level for both school buildings and transportation. Please note [Policy 503.08–Discipline of Students who Make Threats of Violence or Cause Incidents of Violence](#) embedded within the matrix as well.

Discipline Infractions include but are not limited to:

Level 1 – before/after school/lunch detention with 3 school days to serve

- classroom disruption (includes failure to follow cell phone policy)
- excessive tardiness to school or any class
- profanity or obscene gestures
- parking/driving violation
- inappropriate dress

- inappropriate locker decorations
- harassment that falls under hate speech definition

Level 2 – 1/2 day In-School suspension

- leaving building or campus without permission
- unexcused absence from detention
- forged or illegal signature for pass/sign out

Level 3 – 1 day In-School suspension

- classroom disruption (second offense)
- violation of technology policy
- false call or note
- cheating/plagiarism (subsequent offenses)
- abusive language that is directional, inflammatory, or sexual in nature. This includes hate speech as defined above

Level 4 – 1 day out of school suspension

- fighting (if an altercation becomes physical the Johnson County Sheriff’s Department will be called)
- vandalism
- theft
- insubordination
- intimidation, harassment, etc.
- smoking, chewing, possession of tobacco (including vaping devices or paraphernalia)
- possession of drug paraphernalia

Level 5 – Three days out of school suspension

- fighting, smoking, chewing, possession of tobacco (including vaping products), vandalism, theft, use or, insubordination, intimidation (second offense)
- Use, distribution, possession or under the influence of illegal/controlled substances (including THC and its derivatives regardless of its form), or alcoholic beverages while in school or at school events. See Drug and Alcohol policy below.

Level 6 – Recommendation to school board for expulsion

- fighting, smoking, chewing, possession of tobacco, vandalism, theft, insubordination, intimidation (third offense)
- possession or control of a dangerous weapon or object (firearm, knife, explosives, etc.)

Additional Notes:

- Failure to serve above consequences will result in advancing to the next level
- Provisions may be made by administrators on a case-by-case basis

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 one of the following areas: front office, principal’s office, conference room, a different classroom, pod area (common area) or hallway. This is at the discretion of the classroom teacher or building principal.

Detentions

Detention means that a student is required to attend school during non-school hours or at lunch for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the building principal on a case-by-case basis. Any staff member may assign detention for any behavior which conflicts with the philosophy of this school. Reasons for detention include classroom disruption; misbehavior in the hall, lunchroom, and/or Media Center; minor infractions of the rules of the classroom; and excessive tardiness to class. Detentions assigned by the classroom teacher must be served with the teacher within two school days. If the detention is not served within the dated guidelines, the student will be referred to the administration.

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 the building administrator after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by the building principal. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

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.

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. [Policy 503.02: Expulsion](#)

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the building administrator for more information and waiver forms. [Regulation 503.03-R\(1\): Fines-Fees-Charges - STUDENT FEE WAIVER AND REDUCTION PROCEDURES](#)

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact Whitney Eister at whitneyeister@ccaschools.org.

More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](#)

Extra-Curricular Student Insurance

Student-athletes are required to carry insurance or submit an insurance waiver form. All injuries should be reported to the office immediately after they occur, whether or not a student has insurance.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Student Health Services

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs, and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

[Policy 607.02: Student Health Services](#)

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the health office unless an alternate provision is documented. Persons administering medication shall include the school nurse, health aid, or trained staff who have successfully completed a medication administration course. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

Medication must be in the original container, with original label, and an instruction sheet with parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents. The instruction sheet shall be kept on file along with a signature and title of the person administering medication and any unusual circumstances, actions, or omissions.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

[Policy 507.02: Administration of Medication to Students](#)

[Student Illness or Injury at School](#)

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

[Policy 507.04: Student Illness or Injury at School](#)

Please review the following student illness guidelines:

- Report the absence and the student's symptoms (i.e. nausea, vomiting, fever, headache, sore throat, cough, rash, body aches, etc.).
- If the student saw a healthcare provider for the illness, please let us know the outcome of that visit and if your child was diagnosed with a contagious disease.
- For contagious diseases like the flu, COVID, etc., follow the same guidelines: Students/staff must be fever free 24 hours without the use of fever-reducing medication.
- If the student has a fever (100 or higher), they should not return to school until they are fever-free for 24 consecutive hours without the use of fever-reducing medication.
- If the student is vomiting, they should not return to school until they have not vomited for 24 hours.
- If the student is being treated for a contagious bacterial infection (i.e strep throat), they should not return to school until 24 hours after antibiotics are started and until they are fever-free for 24 consecutive hours without the use of fever-reducing medications.

- Students with the above symptoms may be sent home. A parent/guardian will be called and asked to come and pick up the student.
Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

[Link to Health Services](#)

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc. For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Website: <https://idph.iowa.gov/CADE/reportable-diseases>

[Policy 507.03: Communicable Diseases-Students](#)

Sexual Abuse and Physical Abuse of Students by School Employees

Clear Creek Amana 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. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Clear Creek Amana's Level 1 investigator is Angelica Brothers and can be contacted at angelicabrothers@ccschools.org.

Clear Creek Amana's Level 1 investigator alternative will be determined case by case. Alternate investigators could be another building administrator, director or trained employee. Allegations will be handled promptly and confidentially to the maximum extent possible.

[Policy 402.03: Abuse of Students by School District Employees](#)

[Regulation 402.03-R\(1\): Abuse of Students by School District Employees](#)

Health Education Program for Students

Clear Creek Amana provides the following age-appropriate and research-based materials and resources: Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer

health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instructions are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

[HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM](#)

NOTE: The Iowa Department of Education is required to develop and make available to school districts examples of age-appropriate and research-based materials and lists of resources. This list is titled “Health Education List” by the Iowa Department of Education and can be found here: [Health Education List \(iowa.gov\)](#)

Student Counseling Program

Counseling services are available for every student in the school. Clear Creek Amana maintains a counseling program that provides services that include but are not limited to: assistance with educational planning, interpretation of test scores, occupational information, career information, study help, and problems at home, with friends, or with school. Students with any questions or concerns should see the counselor for help. Students should try to see the counselor during their free time unless it is a critical problem that demands immediate attention. Parents are encouraged to contact the counselor at any time. With prior parental permission and Child Study team approval, the GWAEA School Psychologist may be used to give educational, social and/or emotional testing. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Other Services

Additional support services are available to assist teachers when concerns arise with students. These services include Grant Wood Area Education Agency support staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, 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.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

[Policy 503.06: Physical Restraint and Seclusion of Students](#)

[Regulation 503.06R1-R\(1\): Use of Physical Restraint and Seclusion with Students](#)

STUDENT SCHOLASTIC ACHIEVEMENTS

Conferences and Student Progress

Personalized Learning Plans (Parent-Teacher Conferences) provide an opportunity for parents, students, and teachers to jointly, as a team, to discuss your child's progress and to set goals for each student. Personalized Learning Plan (PLP) meetings will be held in October and February. Please look for information on specific dates and times from your child's teacher.

If parents have any concerns or questions about their child's progress, they may utilize PowerSchool or Schoology websites or contact the classroom teacher. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the classroom teacher or building principal.

Advisory

Students have a study hall built into their schedule on days with a regular schedule. Attendance is taken and students are expected to be present. This is typically Mondays, Tuesdays, Thursdays, and Fridays. During this time, students are scheduled with their advisor teacher. Students may spend this time in building-wide learning opportunities, receiving academic support from a content teacher, or engaging in enrichment opportunities.

Grading Systems

Students are graded on an A-B-C-D-F system and a 4.0 scale. Criteria used for determining grades vary slightly from class to class. Students will be informed of grading criteria at the outset of each course. All underclassmen must take eight classes, including P.E. one semester per year unless waived in advance by the administration.

GRADING SCALE

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59 or below

ADVANCED PLACEMENT (AP) WEIGHTED GRADING SYSTEM

Students taking AP courses will have different grading scales. Those scales are listed below. This new scale will have overall valedictorian implications. Due to this, It would not be fair to next year's seniors that took AP classes as juniors to move to the new scale. Valedictorians for the graduating class of 2025 will have the possibility of a cumulative GPA higher than 4.0 as a result of this change.

Class of 2025 and beyond

100-90: A will receive 5 GPA points

89-80: B will receive 4 GPA points

79-70: C will receive 3 GPA points

69-60: D will receive 2 GPA points

Below 60: F will receive 0 GPA points

Grades will NOT be rounded in any AP course. Example: 89.9% will be reported as a B. This new weighting will go into effect for the 23-24 school year and will be applied starting with the class of 2025.

GRADE POINT CALCULATION

Student grade points are calculated by:

Converting a letter grade to points (A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0).

Multiplying the appropriate number of points by the number of credits received for each course and summing the total; then dividing the sum total by the number of credits taken.

INCOMPLETE GRADES

An extension of the grading period may be granted and a student may be assigned a grade of *incomplete* when there has been an extended period of absence due to illness or an emergency. This extension shall be no longer than 10 school days except when extenuating circumstances exist.

ADD/DROP POLICY

At the start of each semester students will be allowed two class periods of a particular subject to make schedule changes. Classes dropped after that deadline will receive an F for the semester. Administration may intervene in the event of serious health situations or graduation requirements. If a student elects to take a grade of W (withdraw) due to extenuating circumstances and with administration approval, the activity scholarship rule will be enforced resulting in a period of ineligibility.

GRADE REPORTING

All grades are available, at any time, through Schoology. Semester grades will be available electronically through PowerSchool, unless a hard copy is specifically requested from the Main Office. End-of-year grades will be available in the same manner, once final transcript grades are reviewed and recorded. Progress may be monitored by students and parents/guardians using PowerSchool.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting the building administrator.

[Department of Education Required Assessments PDF](#)

[Policy 505.04: Testing Program](#)

Student Honors and Awards

HONOR ROLL

Students may achieve honor roll status by attaining a grade point average of 3.0 or above. High honor status may be achieved by attaining a grade point average of 3.5 or above. Honor roll is calculated using all courses at the end of each quarter and determined at the end of each semester.

ACADEMIC LETTER AWARD

Any student in grades 9-12 who has attained high honor roll status for each semester of a given school year shall qualify for an Academic Letter.

VALEDICTORIAN AWARDS

The student(s) having the highest four-year grade point average shall be declared Valedictorian of the senior class. Students graduating with a grade point average (GPA) of 3.9-3.99 will be awarded a medal for Academic Excellence.

Eligibility for Extracurricular Activities

Policy 503.4R1

The following rules and policies have been approved by the Clear Creek Amana Community School District Board of Directors, under the authority granted by the Iowa Code Sections 282.4, 282.5 and Iowa Administrative Code Section 281-36.14 and 281-36.15.

GOOD CONDUCT CODE

Board Policy: [503.04 Good Conduct Rule](#)

The following Good Conduct Code establishes the standards by which Clear Creek Amana students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Clear Creek Amana Student Activity Program (the "School Activity Program"). Student Activity Program participants shall commit themselves to meet the standards of this code and of the Student Code of Conduct at all times and in all places (365 days a year).

SCHOLARSHIP RULE

1. All students must receive credit in at least four academic courses.
2. If a participating student receives an F or an incomplete as a final semester grade, the student is ineligible to dress for and compete in the next occurring activity and competitions in which the participant is a contestant for 20 consecutive calendar days. Ineligibility is determined at the time final semester grades are reported.
3. In extenuating circumstances and with administrative approval, students may be issued an "Incomplete". Students receiving an "I" (Incomplete) will be ineligible for extra-curricular activities; effective immediately. The student must complete the assigned expectations within 10 school days in order to earn credit for the class. The student can regain his/her extracurricular eligibility status by completing the course expectations and earning credit. If the expectations are met to the teacher's satisfaction prior to the 10 days, the student will be declared eligible at that time.
4. A student with a disability who has an individual education plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives of the student's individualized education program.
5. If the 20 days of ineligibility are not met at the conclusion of an activity, the 20 days will be transferred over to the student's next activity.
6. Any suspensions issued cannot be served concurrently.

I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities at Clear Creek Amana Community Schools. These activities and participation in them add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who chose to participate in the Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from school. The responsibility of good conduct ensures student health and safety, student respect for the rights of others and is an extension of the student's responsibility to represent the school and community in an appropriate manner.

II. APPLICABLE ACTIVITY PROGRAMS

The Student Activity Program includes all school sponsored extracurricular activities, including but not limited to:

1. all athletics;
2. all extracurricular music, band, choir, speech, drama activities;
3. school royalty;
4. student council and other elected officers;
5. school honors;
6. co-curricular competitions, such as Science Bowl, Physics Olympics, Robotics, etc.

III. DEFINITIONS

- Competition/performance means a specific event that is a public or interscholastic component of an extracurricular program whether it is a contest, a social activity (such as a trip sponsored by a club or elected group), a performance, etc. This shall not mean membership in the specific extracurricular activity.
- Extracurricular activities shall be an all inclusive term, including athletics, cheerleading, etc. as well as all activities and events considered to be part of the Student Activity Program, including those related to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors.
- Offense occurs when a student is determined by the administrative team to be in violation of the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the previous Good Conduct Code shall count cumulatively toward any offense(s) under this Good Conduct Code.
- Participation as Royalty (if no offense has been committed beyond the end of 10th grade more serious than category level I.)
- Penalty means a period of ineligibility defined by the number of offenses the student has had against the Good Conduct Code.
- If any period of ineligibility includes an activity that is part of the curriculum (co-curricular), the student's grade will not be negatively affected.
- School days shall mean generally adopted "business days" (i.e. Monday through Friday, excepting state and/or national holidays).
- A "sports season" shall be defined as the total weeks of interscholastic athletic contests for a sport during the school year (September through August).
- Other non-athletic extracurricular seasons are unique. Those seasons will be defined by the total number of performances and/or competitions for each activity (not weeks). Auditions for All-State Recognition will be included in this count. Performances which are connected to a student's grade will not be included.
- Student Council and other Elective Offices mean being elected as a leader to preside over an activity (president, class representative, etc.) A student shall be allowed to run for election or be elected only if they have not had more than one offense against the Good Conduct Code in the past 12 months. If the student has already been elected their service shall be interrupted for the period of ineligibility.
- Student Code of Conduct is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior which violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both.
- Year shall mean 12 months from the date of a violation.

AN AGENT SHALL BE CONSIDERED A PAID EMPLOYEE OF THE CLEAR CREEK AMANA SCHOOL DISTRICT OR EMPLOYEE OF A LAW ENFORCEMENT AGENCY.

IV. APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts all extracurricular activities in which a student participates. The administrative team (principal, assistant principal, athletic director), upon receiving information of official legal complaint or charge from any law enforcement agency, will declare a student ineligible to participate in an activity. If a student is participating in multiple extracurricular activities at the time the student loses eligibility under this policy, the loss of eligibility shall apply to all of the activities.

If at the time of the violation the student is not currently participating in any activity, then the loss of eligibility shall apply to the first extracurricular activity or activities in which the individual participates.

A student must begin involvement in an extracurricular activity from the date on which that activity begins and will not be allowed to join an extracurricular activity in progress.

If a student joins an activity with an outstanding Good Conduct Code violation, the student must finish the season in good standing if the student wishes to get credit for satisfying the previous good conduct penalty.

A penalty will carry over from one activity to another activity and will carry over from one school year to the next.

V. CONDUCT REQUIREMENTS

Student Participants shall:

1. Abide by Clear Creek Amana's Good Conduct Code at all times and in all places.
2. Abide by any additional, specific rules and regulations which the coach/sponsor of the activity has established. Such rules will be approved by the Athletic Director before distribution to students and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.

General Standard:

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other people, regardless of nationality, gender, religion, race or disability, and a respect for their health and safety, rights, property and dignity.

VI. DETERMINATION OF VIOLATION

WHEN AN AGENT OF THE SCHOOL OR LAW ENFORCEMENT AGENCY REPORTS TO SCHOOL OFFICIALS that a student is known to have violated the Clear Creek Amana Good Conduct Policy, the Administrative Team will determine whether the allegation is true. If information is shared electronically, it must be able to be authenticated and no older than 12 months.

Prior to making the determination there has been a violation, a member of the Administrative Team shall (1) be informed of the allegations (2) perform an appropriate investigation (3) allow the student to respond to the allegations (4) make a good faith effort to notify the student and parent/guardian orally as soon as possible and in writing within 2 days of the determination. At that time the student and/or parent may start the appeals process.

The administrative team may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student

is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the Clear Creek Amana Good Conduct Code, the Administrative Team shall enforce the appropriate penalty.

For an activity in which the student is involved at the time of the Good Conduct Team's determination of a violation, the period of ineligibility shall begin immediately.

The specific determination of the period of ineligibility appropriate for each student shall be made by the Administrative Team who shall take into account factors surrounding the violation. When the penalty selected involves calendar weeks, they shall be counted only during the season that an extracurricular activity in which the student participates is active.

The student and his/her parent(s) shall be informed in writing or orally of the decision by the principal or his/her designee within two (2) working days after the determination of violation.

VII. VIOLATIONS AND PENALTIES

For each category of the Good Conduct Code violations that follow, penalties are shown. Violations not specifically listed will result in similar penalties. Violations of the general standard of good conduct may be varied. Such violations include but are not limited to the prohibited conduct listed. Where applicable, penalties for violations of the Good Conduct Rule will be applied in addition to the specific penalties outlined in the Clear Creek Amana Student Code of Conduct.

If a violation occurs and the assigned penalty cannot be completely served before the end of the current season, the remaining penalty will be applied to the next activity/season in which the student participates.

Prohibited Conduct – Category I

1) Fight, assault, or physically abuse any person at school or during school activities or coming to and/or going from school or school activity that results in physical injury and/or charges being filed.

2) Damage, destroy, or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.

3) Participate in any other conduct which is not included in conduct prohibited in #1, #2, #3, or #6, and, in Iowa is illegal, whether or not an arrest or conviction occurs. Simple misdemeanor traffic violations shall not be included in this category.

4) Student spectators that indulge in unsportsmanlike conduct, including profanity, or verbal abuse toward persons such as players, coaches, and patrons representing Clear Creek Amana or other schools, or sports officials and judges.

5) Participate in sexual harassment, including but not limited to: unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.

Prohibited Conduct – Category II

6) Sell, manufacture or distribute illegal drugs, alcoholic beverages, controlled substances or imitation substances.
7) Use or be under the influence of alcohol or tobacco.
8) Possess, use or purchase controlled substances, imitation substances or drug paraphernalia or, without authorization, possess, use or purchase otherwise lawful drugs (prescription drugs).
9) Possess, use, or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive. (See Note 1)
10) Assault a school employee. (See Note 1)
11) Participate in any violent or other serious conduct which, in Iowa, is illegal whether or not an arrest or conviction occurs

Penalty – Category I
First Offense: 30% of competitions/performances in the current season or the next activity.
Second Offense: 50% of competitions/performances in the current season or the next activity.
Third and Subsequent Offenses: Ineligible for one calendar year from the time of the 3rd violation. Mandatory attendance to a school approved drug/alcohol treatment program before eligibility is reinstated. The student’s family is responsible for the cost of this program.
Penalty – Category II
First Offense: 50% of competitions/performances in the current season or the next activity.
Second Offense: 70% of competitions/performances in the current season or the next activity.
Third and Subsequent Offenses: Ineligible for one calendar year from the time of the 3rd violation. Mandatory attendance to a school approved drug/alcohol treatment program before eligibility is reinstated. The student’s family is responsible for the cost of this program.
Note 1: A more severe penalty may be required under state or federal law.
All Offenses: Standard school discipline. If the discipline includes suspension from school, the student will be ineligible for the term of the suspension.

**Students that self-report a category I infraction within 48 hours of the violation will receive a 50% reduction in their suspension. This will be allowed one time.

IX. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

In the event a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, that student will not be allowed to participate for the comparable period

of time in any facet of any extracurricular activity, including practices, meetings, and competitions/performances; and will be denied all school transportation to or from such practices, meetings, or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in-school suspension, the coach/sponsor will determine whether attendance at a practice, meetings, and/or competition/performance is permitted, and shall have the authority to determine when the student should be reinstated.

X. APPEAL

A student may appeal to the Administrative Team's (principal or designee and athletic director) determination of a violation and/or any penalty imposed for a Good Conduct Code violation. During the appeal process, the student shall remain ineligible, unless otherwise directed by the Superintendent or the Board.

Appeal of Good Conduct Team's Decision

The decision of the Administrative Team may be appealed to the Superintendent. The appeal shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Administrative Team's decision. The appeal to the Superintendent shall specify the reasons for the appeals and all supporting information and facts. While the Superintendent may schedule a meeting with the student, there is no requirement that such a meeting be held. Since no hearing is available at this appeal level, it is very important that the student include all supporting information with their appeal. (The Administrative Team will also provide information in writing.) Within 5 school days of receipt of the written request for appeal the Superintendent shall review the material provided and shall provide a written decision to the Good Conduct Team and to the student/parents.

If an action or response is due during a vacation period of five (5) or more days, "school days" shall mean generally adopted "business days" (i.e., Monday through Friday, except state and/or national holidays.)

Appeal of the Superintendent's Decision

The decision of the Superintendent shall be final unless it involves a period of ineligibility of five (5) weeks or more, in which case it may be appealed to the Board of Education. This appeal shall be in writing and filed with the Board Secretary within five (5) school days of receipt of the Superintendent's decision.

The Board shall hold a hearing on the appeal as soon as is reasonably practical and the Board shall provide a written decision within 10 school days thereafter. The Board's decision shall be final.

XI. ELIGIBILITY STANDARDS AND REQUIREMENTS

To be eligible:

1. A student must pass ALL academic subjects the previous semester.
2. A student must have a valid physical on file for athletics, including cheerleading.
3. A student must be in school one half day on a day of participation, with advanced approval by the principal for an exception.
4. A student must be less than twenty (20) years of age.
5. A student must have attended high school not more than eight semesters.
6. A student must have attended school the preceding semester.
7. A student who changed schools, there must be a change of residence by a parent. Students must

follow the guidelines of the Iowa High School Athletic Association / Iowa Girls High School Athletic Union.

8. A student must never have accepted an award worth more than \$25.00 for participation on a team or in performances.
9. A student may never accept money, expenses, or other reimbursement for participation in any school activity.
10. A student must follow all Iowa High School Athletic Association / Iowa Girls High School Athletic Union rules pertaining to participation on teams outside of school (AAU, summer leagues, etc.).

Graduation

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 56 credits prior to graduation. The following credits will be required for graduation:

Graduation Requirements/Policies:

Language Arts	8 Credits
Science	6 Credits
Mathematics	6 Credits
Social Studies	6 Credits
Physical Education	4 Credits
Electives	22 Credits
Health	2 Credits
Fine Arts	1 Credit
Personal Finance	1 Credit

The required courses of study will be reviewed by the board annually.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

Students enrolled in a junior officers' training corp will receive $\frac{1}{8}$ th physical education credit for each semester the student is enrolled in the program.

All students in grades 9–11 shall be enrolled in a mathematics course regardless of current credit attainment, unless they have completed the highest math class offered.

SENIOR SCHOOL DAY: Seniors will be required to be enrolled in the number of courses that upon completion will fulfill their graduation requirements. Seniors **MUST** be enrolled in 4 courses to participate in extracurricular activities in that semester.

COMMENCEMENT

To receive a Clear Creek Amana High School diploma, a student must complete the required 56 credits. To participate in graduation ceremonies, a student must earn 52 graduation credits by May 15th of his/her senior year.

EARLY GRADUATION

Students finishing required coursework may petition the School Board for early graduation or leave of absence. Petitions must be presented to the Board at least nine weeks prior to the requested leave of absence, with no exceptions granted. To be considered for early graduation, eligible students must have met or be enrolled in all course work necessary to meet graduation requirements. Early graduates and students on leave may attend prom activities and participate in graduation.

STUDENT ACTIVITIES

Assemblies

Throughout the year the Clear Creek Amana sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons.

Field Trips and Other Excursions

Events students participate in during school hours or as a representative of the school at locations outside of the school must be sponsored and supervised by professional school personnel. Students must attend school all day on the day of the event in order to attend/ participate in any school-sponsored event. Exceptions due to extenuating circumstances need prior approval at the discretion of administration. Students who are not in attendance on a given day are not allowed to attend events that evening.

In certain classes and activities, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Students must be in good standing in regards to their academics and attendance in order to attend a field trip. Administration reserves the right to remove a student from a field trip.

We ask parents or guardians to provide field trip permission as part of the student's online registration process. Parents/guardians who wish to attend field trips must obtain prior permission through the district volunteer process. If you are volunteering for a field trip we ask that you not bring other children/siblings along for the field trip. All field trips require parent permission. [Policy 606.05: Student Field Trips and Excursions](#)

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the building administrator and parent, or the student's parents personally appear and request from the building administrator to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures. [Policy 711.02: Student Conduct on School Transportation](#).

Student Funds and Fundraising

Students may raise funds for school-sponsored events and/or organizations with the approval of the Superintendent/designee. All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund.

Fundraising by students for school-sponsored events and/or organizations must comply with district logo guidelines. Fundraising by students for events other than school-sponsored events is not allowed at school or during school hours unless prior approval is granted by the Board. The Board will approve a district program fundraising calendar annually in June.

[704.06: Student Fundraising within the District](#)

[704.06-R\(1\): Student Fundraising - Regulation](#)

Dances

1. All students are expected to conduct themselves in an orderly manner.
2. No students will be admitted to the dance without paying the cost of admission.
3. Students leaving the dance for any reason will not be allowed to re-enter.
4. Only CCA High School students and their approved guests are allowed for prom. Early graduates are not allowed to attend unless invited by a current eligible student.
5. The CCAHS Homecoming Dance is for CCAHS students ONLY.
6. No guest over the age of 20.
7. No use or possession of tobacco, alcohol, or controlled substances will be tolerated. Students suspected of being under the influence of any of the above substances will be detained in the office and their parents will be notified to come and pick them up. Students that refuse to cooperate with this procedure will be referred to law enforcement authorities and their parents will be notified. The student will forfeit the opportunity to attend the next school sponsored dance.
8. No fighting or disorderly conduct will be tolerated.
9. Administration reserves the right to refuse student admittance to dances if the student has major disciplinary infractions or excessively poor attendance.
10. All students are expected to cooperate fully with all dance chaperones.

Failure to comply with the above rules may result in detention, suspension, and loss of privileges to attend future school dances. Notification of parents and / or authorities, when applicable.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Clear Creek Amana's policy on education records and other related information and procedures contact the Clear Creek Amana's board secretary, Lori Robertson at lorirobertson@ccaschools.org . Education records may be maintained in the central administration office or administrative office of the student's attendance center.

[Policy 506.01: Education Records Access](#)

[Regulation 506.01-R\(1\): Education Records Access - USE OF EDUCATION RECORDS](#)

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student identification number, user identification, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a personal identification number, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Clear Creek Amana Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

[Policy 503.07: Student Disclosure of Identity](#)

[503.07\(E-1\) Report of Student Disclosure of Identity](#)

Student Photos

Clear Creek Amana allows for school photos to be taken by a commercial photographer. Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Student Legal Status/ Custody and Parental Rights

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

Non-custodial parents have certain rights, such as access to student records and pertinent school information about their child, unless a court order denies or restricts these rights. If a non-custodial parent's rights are restricted, please file a copy of the court order in the office.

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about **custody** and parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about **custody** and parental rights.

Changes to Household Information

The District must keep up-to-date contact information on file for all students, in order to ensure that school staff are able to notify parents and guardians or another responsible adult if there is an emergency, unplanned early dismissal or a need to check on a student's absence. Staff will call Contacts in the priority order they are listed. If there is any change to household information (i.e. address, phone number, email, emergency contacts, etc.), please notify the District as soon as possible. If you are changing your address, you may be asked to provide a Proof of Residence document, such as a bank statement, utility bill or lease/purchase agreement. To make changes to your household information, please email PowerSchoolHelp@ccaschools.org. If you have any questions, please call our Admin Office at 828-4510.

School Library

Clear Creek Amana maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

Library materials may be checked out for up to three weeks at that time and must either be renewed or returned. Students who wish to check out library materials must follow school library procedures set out by the teacher-librarian. Students are allowed to check out 5 items of library materials at a time unless given explicit written permission from the librarian to check out more. Parents and guardians must pay for lost or damaged items.

Students may come to the library during their lunch period, but must go directly there and stay there for the duration of the lunch period. No food may be brought to the library.

Students in twelfth grade may be in the library if they have an open block.

CIRCULATION

Items may be checked out for the following lengths of time:

- Books (including audio books): 3 weeks
- Reference materials: varies by item

Students with more than 5 items overdue will be restricted from additional checkouts until overdue items are returned. No fines are charged, but the student will be billed for the cost of the item if it is not returned. This amount will be added to registration fees the following year for returning students or billed through the office for seniors or those not returning.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the superintendent.

[605.03-E\(4\): Objection to Instructional and Library Materials - Request to Prohibit a Student from Checking out Specific Library Materials](#)

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy [Policy 605.02:](#)

[Instructional and Library Materials Inspection and Display.](#)

Tests and assessment materials are only available for inspection with the consent of the building administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building administrator.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the building administrator who will provide all necessary forms, or they may access the objection forms through the school district's policy.

[Regulation 605.03-R\(1\): Objection to Instructional and Library Materials - Reconsideration of Instructional Materials](#)

[Reconsideration Request Form](#)

MISCELLANEOUS

Visitors/Guests

The Clear Creek Amana Community School District (CCACSD) board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal or designee of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal or designee and obtain approval from the administration prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors. Once arrangements are made, visitors must report to the school office upon arrival at the building with identification to sign in, and obtain and wear a District-issued ID badge or name tag.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

If you want to volunteer in the District, you will need to reach out to Human Resources to begin the process of filling out background check paperwork. Please email humanresource@ccaschools.org to get started.

Once your background check is complete, Human Resources or the building secretary will let you know and you will be able to volunteer.

School Nutrition Program and Free and Reduced Lunch

Clear Creek Amana operates a school nutrition program out of the school cafeteria. Menus may be viewed through *MealViewer* at this [link](#).

Clear Creek Amana uses an online monitoring system for meal purchases. The computer will charge your student's lunch account each time your child has breakfast or lunch. Money for meal accounts may be added online through PowerSchool, under "purchases and payments". Alternatively, students may bring a check to the school secretary to be deposited. Checks should be made payable to the Clear Creek Amana School District. When the account gets below a \$10 balance, you will be notified. Students whose account drops below \$0 will no longer be allowed to purchase ala carte.

Free and reduced price lunches are available within the district. Guidelines and applications for free and reduced lunches may be requested from the school office or can be found on the [district website](#). Forms are also available at registration. All applicants must be approved by our district official and may be reviewed by the IDOE. Applications may be submitted at any time of the year and a new application is required after July 1st of each new school year.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end,

the school district will utilize electronic identification and payment systems, will promote the availability of meals to all students, and may use nontraditional methods for serving meals, such as “grab-and-go”.

Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.

22. The Good Conduct Rule is in effect.

[Policy 711.02: Student Conduct on School Transportation](#)

District-Owned Recording Devices

The Clear Creek Amana Board of Directors has authorized the use of recording devices on school district-owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

[Policy 804.06: Use of Recording Devices on School Property](#)

Lost and Found

Clear Creek Amana maintains a “lost and found” located at each individual school. Items placed in lost and found will be maintained for 30 days, after which items will be donated to local charities, disposed of or put into school supply closets. Items of higher value will be kept locked in the records room. Please mark your child’s clothing and other articles to help with identification.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers’ rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

[Policy 605.08: Artificial Intelligence in the Education Environment](#)

[Regulation 605.08-R\(1\): Artificial Intelligence in the Education Environment](#)

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school may send notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

CCA Backpack is Clear Creek Amana Community School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Distribution of commercial organizations will not be permitted. Upon district approval, a limited number of materials may be distributed for students who do not have a computer and/or internet access. All flyers must be approved by the District Communications Director. The complete distribution guidelines are located in board policy 903.5 and 903.5R1 and can be found on the CCA District website www.ccaschools.org. The CCA Backpack can be accessed on the district website.

Outside Food/Treats and Cafeteria Expectations

Clear Creek Amana allows for outside food/treats to be brought to a classroom by a student. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, allergies, and packaging to ensure high-quality meals. [See the DE guidance on Smart Snack and School Nutrition Standards.](#)

Students are expected to report to the cafeteria, library or student commons at the start of the shift and remain there. No food or drink is allowed in the library or student commons. Students are expected to remain seated during the lunch shift unless they are going to the bathroom, getting a la carte or condiments, or disposing of their trash and tray. Students who bring food from home for lunch are responsible for the storage and disposal of their lunch items. Students are not allowed to order, have delivered, or bring in fast food.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the *Clear Creek Amana*'s Student Handbook available at [Clear Creek Amana High School website](#). I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult *my student's building administrator* with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)