CLEAR™ CREEK AMANA

COMMUNITY SCHOOL DISTRICT

BRINGING LEARNING TO LIFE

MIDDLE SCHOOL (6-8)

HANDBOOK

2026 - 2027

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OPENING STATEMENT

Welcome Letter

Welcome to the Clear Creek Amana Community School District! As your Superintendent, it is my honor to welcome you to another promising school year. Our district is committed to creating a supportive, engaging, and educationally rich environment where all students can succeed.

The student handbook serves as a vital resource designed to guide and support our students and their families. It outlines important information, including but not limited to:

- Guidelines and Policies: Clear rules to help maintain a safe and respectful learning environment.
- Academic Information: Details on our curriculum and expectations, ensuring students know how to achieve success.
- Behavior Expectations: Standards for conduct that foster a positive atmosphere conducive to learning and personal growth.
- Safety and Emergency Procedures: Essential protocols to ensure the well-being of our students at all times.
- Support Services: Resources available to students, including counseling and academic assistance.
- Parental Involvement: Opportunities and expectations for parents to engage and partner with us in their child's education.

Our goal is to clearly communicate these expectations and resources to foster a collaborative and thriving educational community. By working together, we create an environment where students not only learn, but also grow into responsible and capable individuals.

Yours in Education,

Aaron Davidson
Superintendent

School District Mission, Vision and Goals

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.

CCAMS Mission

The mission of the Clear Creek Amana Middle School is to help each student find their passion in learning. We strive to help each student succeed, not only in school but with extracurricular activities as well. We want our students to feel connections to learning, activities, and their school!

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
Sail on to victory

Let's show them
It's Clippers all the way
C – L – I – P – P – E – R - S
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 Yeah Team Fight Fight
Yeah Team Fight Fight
Yeah Team Fight Fight Fight!

School Colors

Royal Blue and White

School Mascot

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.

Map of the District/School

Covering more than 175 square miles of scenic eastern Iowa, CCA serves a population of over 17,000 residents across Tiffin, Oxford, the Amana Colonies, and parts of Coralville and North Liberty. Families choose CCA for its strong academics, caring educators, and innovative programs that help every student reach their full potential. CCA serves 3,206 students across nine attendance centers. Link to Maps, Feeder Schools and School finder.

Staff Introductions

District Administration

Superintendent	Aaron Davidson
Executive Director of Finance	Lori Robertson
Executive Director of Special Services	Megan Clark
Executive Director of Curriculum & Instruction	Christine Mangrich
Executive Director of Technology	Kael Hankins
Executive Director of Human Resources	Catherine Westfall
Executive Director of Educational Services	Mark Moody
Director of Communication	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
Director of Development	Mike Parker

CCAMS Staff

Link (will be linked in August)

Definitions

"The district" means Clear Creek Amana CSD (CCACSD)

"**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 Education Opportunity

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, 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 Mark Moody, Executive Director of Educational Services, District Office, 1486 Hwy 6 NW, Oxford IA 52322, (319) 828-4510, markmoody@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 CSD in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Principal Regan Stone and Associate Principal Kurt Ronnfeldt are responsible for this process. Parents wanting access should contact Regan Stone, at reganstone@ccaschools.org

STUDENT ATTENDANCE

Student Registration and Enrollment

New Student Enrollment

Registration for new students is online at the registration link below. If an in-person appointment is needed, please call the administrative office at 319-828-4510 to schedule an appointment. Walk-in assistance is not available. 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.

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.

CCACSD Calendar

Clear Creek Amana CSD school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons. The most current district instructional calendar can be found on the district website.

Daily Academic Schedule

Linked Here (will be updated in August)

School Day (arrival/departure)

School Hours 8:25-3:35 (Monday, Tuesday, Thursday, Friday)

School Hours: 8:25-1:35 (Wednesday)

Student Attendance Policy

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

Attendance

Parents are asked to notify the Clear Creek Amana Middle school office when students will be absent. Please call the school at 545-4490 **before 8:30 a.m**. Another option to report attendance is by emailing the middle school secretary Tara Foels at tarafoels@ccaschools.org. Students who miss their afternoon classes because of illness may not participate in an athletic contest, musical concert or any social event on that date.

Consequences for Absenteeism

Unexcused Class Absences (Partial Day):

- May result in discipline, including lunch detentions or in-office work time.

Unexcused Full-Day Absence:

- May result in discipline, including lunch detentions or in-office work time.
- May result in in-school suspension (ISS) the following day.
- If all missed work is not completed during ISS, the student may remain in ISS until caught up.

Make-up Work:

- Must be completed within twice the number of days absent (not exceeding 10 days).
- Time for make-up work may be extended at the teacher's discretion.
- All missed work (excused or unexcused absences) can be made up for full credit if it meets teacher's specifications.

Tardiness

Each teacher will take attendance each class period using the computer software on the teacher's classroom computer.

Excused Tardies:

- Students arriving late must report to the office with a parent's note for a tardy slip.
- Students tardy due to another teacher's request must have a pass from that teacher.
- Breakfast program participants should eat quickly to avoid being late to the first period.
- The office does not issue tardy passes for locker or bathroom reasons.

Unexcused Tardies:

- Defined as being late to class without a pass.
- Students are marked tardy if not in their assigned place when the bell rings.
- Three unexcused tardies result in a parent contact from the teacher.
- Unexcused tardies exceeding three will result in lunch detention and administrative parent contact.
- Tardies accumulate over a 12 week period.
- Chronic tardiness could lead to additional office time including in-school suspension.

Participation in Athletics/Activities

To participate in games, meets, performances, or events, all student participants must be present by the beginning of fifth period 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 an 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 <u>counted</u> 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 <u>exempt</u> 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 <u>not exempt</u>.

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 <u>not exempt</u>.

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.

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 to 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

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 school administrators, 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: unsafe footwear, 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, displays of obscenity, profanity, or vulgarity, discriminatory remarks.

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

Student Care of School and Vandalism

Students must take care of school property including desks, chairs, books, 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 students may be required to reimburse the school district for actual cost of the damages. Students may also be required to reimburse the school for the cost of labor. These actions could also result in the student having restrictions from participating in extracurricular activities. 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 school administrators, 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 that can be found here.

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 school administrators.

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 or sponsored by the school district as part of the curriculum or a school-sponsored activity. 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 school administrators 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.

Student Complaint and Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in 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.

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

Policy 502.8 Search and Seizure

Regulation 502.08-R(1): Search and Seizure - REGULATION

Search and Seizure Checklist

Personal Searches

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

Student Lockers

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

Students are allowed to use the lockers for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker 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. The school district is not responsible for such items. A student may use a lock to secure their locker space (including locker room issued lockers), however this does not prevent searches conducted by the school. School administrators may periodically inspect all or a random selection of lockers 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.

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 Procedures

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 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.

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.

Weapons and Look Alike Weapons

Weapons, weapon look-alikes, toy weapons, 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.

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

Personal Electronic Devices

Cell phones are powered off at the start of each school day. The phones will remain off until school is dismissed. Cell phones need to be stored in the students backpack, Chromebook case, or locker. The phone can not be carried on the student. Any other electronic devices such as a Smartwatch, earpiece, etc can not be used for texting, calling, or accessing social media. **First Offense**- student directed to the office with the phone, the phone remains in the office for the rest of the day, verbal warning from administration, incident documented and parent/guardian notified. **Second Offense-** student directed to the office with the phone, the phone remains in the office for the rest of the day, incident documented and the administrator will call the parent/guardian by the end of the school day (preferably with student present). **Third Offense-** student directed to the office with the phone, the phone remains in the office for the rest of the day, incident documented and the administrator will meet with the parent/guardian to develop a plan. The student may not be allowed to have a cell phone in their possession

while at school OR the student may be required to have their cell phone remain in the office during school hours.

Policy 503.09 - Student Use of Personal Electronic Devices

Hall Passes

Students must have a virtual hall pass to be in the hallways when classes are in session. Students may obtain a virtual hall pass from the classroom teacher prior to leaving the class. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

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, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

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 registration@ccaschools.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. Please note Policy 503.08–Discipline of Students who Make Threats of Violence or Cause Incidents of Violence embedded within the matrix as well.

The following activities are covered by the board's policy and these rules: athletics, music, drama, speech, FFA, clubs, cheerleading, etc.

Academic Eligibility

To be eligible for an activity, students participating must be in good academic standing in all classes they are enrolled in. Students who are not in good academic standing may be held out of practices and/or games until their classroom performance improves.

Prohibited Activities and Violations

Students who allegedly violate the good conduct rule will be given notice of the alleged misconduct, the basis of the allegation, and given the opportunity to respond. A student may lose eligibility under the good conduct rule for any of the following reasons:

- Behavior that would constitute bullying or harassment prohibited by district policy.
- Possession, use, or purchase of tobacco/nicotine products.
- Possession, use, or purchase of alcoholic beverages.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was actually cited, arrested, convicted or adjudicated.

Penalties/Appeals

Good Conduct Rule (Eligibility for Student Activity Program Participant and Appeal Process

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 will be removed to the principal/associate principal office, counseling center, dean's office, hallway, response room, etc. This is at the discretion of the classroom teacher.

Detention

Detention means that a student is required to attend school during non-school hours (or during lunch) for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by school administrators on a case-by-case basis.

Student Suspension

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 school administrators 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. Suspensions may be in school or out of school.

Probation and Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by school administrators. 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

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. School administrators 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.

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 please review Hawki | Health & Human Services (iowa.gov),

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. Information related to immunization requirements as well as exemption requirements are included on the district website with registration information.

Physical Examination

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's healthcare provider stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact the school nurse.

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 nurse's office and distributed by the school nurse or other designated staff member. Medication must be in the original container, with original label, and an instruction sheet or 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.

Student Injury or Illness 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.

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.

Health Screenings

Throughout the year, Clear Creek Amana sponsors health screenings. Parents are notified prior to the screening and may opt out through a written, signed note.

Sexual and Physical Abuse of Students by Employees

Clear Creek Amana does not tolerate physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees. Students who feel they have been violated in the above manner by an employee should notify their parent or guardian, and report to Mark Moody, Executive Director of Educational Services at markmoody@ccaschools.org. The district will respond promptly to allegations of abuse of students by school district employees by timely

reporting to all relevant agencies as required by law. The processing of a complaint will be handled confidentially to the maximum extent possible.

Health Education List

Clear Creek Amana provides the following age-appropriate and research-based materials and resources: The FLASH Curriculum.

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)

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.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students and parents receive progress reports in the form of report cards at the end of each trimester. A mid trimester report is also emailed to parents. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they may contact the Principal/Associate Principal]. Additionally, parent-teacher conferences are regularly scheduled and held in October and February. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through a school administrator.

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 principal. Certain survey or testing programs are established and maintained to evaluate Clear Creek Amana's educational program and to assist in providing services to students and their families. These programs include surveys, marketing surveys, analysis, or evaluations. CCA will provide notification, information and/or request permission prior to surveys being administered in accordance with state and/or federal law. Department of Education Required Assessments website Policy 505.04: Testing Program

Health Education Program For Students

Clear Creek Amana provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the principal. Parents who wish to review or file a written request must contact the principal.

Study Hall/Win/CLT

While in study hall, WIN, and CLT periods, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration.

Field Trips

In certain classes, 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.

All field trips require parent permission. Prior to attending a field trip, the school will verify that the parent/guardian has given permission via the enrollment procedures.

Algebra I

Students who qualify in 7th grade will have the opportunity to enroll in Algebra I as 8th graders. Algebra I will be offered at the middle school, and students will receive a high school math credit with the understanding that this class will count toward their high school GPA. Also, students taking Algebra I in 8th grade will still be required to successfully complete three years of math at the high school. Students wanting to withdraw from Algebra I without penalty toward their high school GPA, would need to do so before the beginning of the third trimester.

Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Non-Curricular Related Organizations

CCA's student initiated, non curriculum related organizations are limited to student participation only. Attendance is voluntary. School employee(s) are assigned to monitor approved meetings but will not participate or assist in any way. Should a student(s) want to establish a non curriculum related organization they should contact the principal or associate principal for more information.

Busses and Vehicles Used For Activities

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

Student Funds and Fundraising

Student groups may raise funds for school activities upon approval of a school administrator prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of a school administrator prior to spending the money raised.

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 ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.(A student's SSN, 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 Photos

Clear Creek Amana allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified. Photos taken will be included in the yearbook and other district publications, unless parents or students request otherwise.

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.

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.

The library is open during the school day from 8 am until 4 pm. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to 2 weeks and at that time must either be renewed or returned. Overdue materials must be returned and materials not returned may result in the student being responsible for the replacement cost. Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Student Counseling And Guidance Programs

Clear Creek Amana maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors and Guests

Visitors are welcome to CCA under certain circumstances. Visitor parking is located in the main west side parking lot. All visitors must check in at the main office. The check-in process includes photo identification that is subject to a background check through our electronic visitor management system. If a student wishes to bring a guest to school, the student must receive prior permission from the principal at least one day prior to the visit.

School Nutrition Program and Free and Reduced Lunch

Clear Creek Amana operates a school nutrition program out of the school cafeteria. Clear Creek Amana uses an online monitoring system. The *Meal Magic System* can be accessed from the CCA Nutrition Services web page, CCACSD mobile app and on each building website home page. The program creates a single account for each student. Money may be deposited in a child's account in the office or online through Powerschool Parent Portal > Purchases and Payment tab. Your registration form will be your receipt for your initial deposit into your child's hot lunch account.

The computer will charge your student's lunch account each time your child has breakfast or lunch. There is no need to send money in multiples of daily prices. You can write a check for any amount and it will be credited to your child's account. Money for lunch accounts should be sent to school in an envelope with the child's name, the amount of money enclosed and the teacher's name listed on the front. Checks should be made payable to the Clear Creek Amana School District. Making payments through PowerSchool's Purchase and Payment Tab is the most efficient and safe method of payment. When the account enters the negative, you will be notified and students will no longer be able to purchase an ala carte milk.

Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period. Pop will not be allowed in student lunches.

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 online. Forms are also available at registration. All applicants must be approved by our district official. Applications may be submitted at any time of the 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” or classroom breakfast.

Busses and Other School District Vehicles

Buses and other school district 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. In these days of growing traffic congestion, increasing traffic hazards and mounting financial costs, it is essential that school bus drivers receive whole-hearted cooperation from students and parents. In general, any activity which worries or distracts the driver is objectionable. The bus driver needs to keep his or her mind on driving and on the traffic situation. If he or she is worried about the activity in the bus, he or she cannot be a safe driver. Students and parents should understand that the students riding on school buses must obey all rules and regulations or forfeit their right to ride the school bus. When pupils experience problems that develop in conjunction with bus transportation, they should first discuss them with the bus driver. (If no satisfactory solution is reached, notify the transportation director. If nothing can be settled, then contact the building principal or the superintendent.) If your child has a medical condition that a driver may need to deal with, please let the driver know. Medical information is to be kept confidential by the drivers.

District Owned Recording Devices

The CCA 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.

School Announcements

Announcements are made each morning during our Raise the Sails meeting. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from a school administrator.

Lost and Found

Clear Creek Amana Middle School has a lost and found near our band room. Periodically, the lost and found is cleaned out and donated to area shelters; students are informed before lost and found clearings.

Locker Room Belongings

Students are asked to take their belongings from the locker room daily or keep them in their assigned locker. Belongings left in the locker room area, including the benches and floor, will be removed nightly.

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 may not use AI tools to access, generate, or share content that is discriminatory, threatening, bullying, harassing, obscene, harmful to minors, staff, or otherwise inappropriate for a school setting. Students are also prohibited from using AI tools to access, create, or distribute confidential or personally identifiable information about others, including fellow students and staff members. Any use of AI tools related to child pornography or other illegal content is strictly prohibited. Violations of this policy may result in loss of access to AI tools and additional disciplinary action 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.

Communication To and From 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.

Outside Food

Clear Creek Amana Middle School does not allow food to be delivered to school for students without prior administrative approval. This would include delivery by Uber Eats, CHOMP, etc.

Student Crossing

Clear Creek Amana uses crossing guards to assist students in crossing to and from school grounds. Crossing guards are located on Marengo Road (Highway 6) at both of the main crossways. Crossing guards are there at 7:30 am and for about 15 minutes after dismissal. Students should use these locations when crossing to and from school grounds. Students must obey orders or directions of the crossing guards.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Clear Creek Amana's Student Handbook available at the Clear Creek Amana District 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 Regan Stone, Principal with any questions I have about the contents of the student handbook.

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

_____

Parent's Signature Date

_____

Parent's Name (Print Name)