

Corning Jr./Sr. High School Student Handbook 2011 – 2012

Table of Contents

ITEM	PAGE NUMBER
Corning School Song/Colors/Mascot	5
Mission Statement	6
Belief Statements	6
Student Responsibilities	6
ACADEMICS	7
Graduation Requirements	7
Grade Point Averages	7
“12” Point Classes	7
Honor Roll	8
Honor Award	8
National Honor Society	8
Post-Secondary Enrollment Act	9
Student Failure	9
Summer School	9
Opportunity Slips	9
ATTENDANCE	9
Philosophy	9
Perfect Attendance Award	9
Excused Absences	10
Unexcused Absences	10
Leaving School Grounds	11
Tardiness	11
Homework/Make-up Work	11

Corning Jr./Sr. High School Student Handbook

Table of Contents (Continued)

ITEM	PAGE NUMBER
STUDENT BEHAVIOR	
Philosophy	11 & 12
Discipline Code	12
Due Process	12
Plagiarism	12
Cheating	12
Auditorium	12
Lying	13
Insubordination/Disrespect	13
Tobacco – Alcohol – Drugs	13
Bullying	13
Harassment	13
Vandalism	13
Cell Phones – Ipods – MP3 Players – Movies – Etc.	13 & 14
Discipline Chart	15 & 16
Consequences – Detentions – ISS – OSS – Sat. School	17
EXTRA CURRICULAR ACTIVITIES	
Academic Eligibility Policy	18
Good Conduct Policy & Consequences	19
Team Rules	20
Conduct at Events	20

Corning Jr./Sr. High School Student Handbook

Table of Contents (Continued)

OTHER ITEMS	PAGE NUMBER
Church Night	20
Bulletins – Announcements – Phone - Messages	20
Beverages / Candy	21
School Dances	21
Dropouts / Transfers	21
Entering the Building	21
Email	21
Drug & Alcohol Prevention Program	22
Fees – Ticket Prices – Insurance	22
Fire and Tornado Drills	22
Guidance	23
Health Policies	23
Inclement Weather	23
Lockers	23
Middle School Grounds	23
Library Guidelines	24
Lunch Polices	24
Parking	25
Driving Permits	25
Hall Passes	25
Student Loading and Unloading	25
Report Cards	26
Right To Know Signs	26
Student Council	26
Weapons	26
“At School” (School Grounds)	27

Corning Jr./Sr. High School Student Handbook

Table of Contents (Continued)

ADMINISTRATIVE NOTICES	PAGE NUMBER
Non-Discriminatory	27
Education Equity	27
Sexual Harassment	28
Allegations of abuse of students by school employees	28
Limited English Proficiency	28
Release of Student Information	28
Permanent Student Records	29
Special Education Student Records	29 & 30
Search and Seizure	30
School & School Publications	30 & 31
Homeless Children	31
Expulsion: Board Action	31
Procedures for Long Term Suspensions and Expulsions	31 & 32
MEDICATION	33
Diagnosis and Medication	33
Non-Prescription Medication	33
Prescription Medication	33
TECHNOLOGY	
Internet & Technology Acceptable Use Policy	34
Individuals Covered	34
Purpose of Providing Internet Access	34
Purpose of Policy	34
Introduction: Basic Guidelines	34 & 35
Copyright Statement	35
Reminders for all Internet Users Regarding Violations	35 & 36
Staff Guidelines	36
Consequences for Inappropriate Use	37
Vandalism	37
User Email Accounts	37
Enforcement	37
NO CHILD LEFT BEHIND NOTIFICATION	38
Section 504	38
School Visitors	38

CORNING RED RAIDER SCHOOL SONG

*We're loyal to you Corning High
We'll ever be true to Corning High
We'll back you to stand; You're the best in the land.
And we know you'll withstand Corning High
Rah! Rah! Rah!*

*So win the fight Corning High
And show them your might Corning High
Our team is the fame protector.
On team 'cause we expect a victory from you Corning High
R-R-R-A-I-D-D-D-E-R-S
R-A-I-D-E-R-S
Raiders, Raiders, Raiders*

SCHOOL COLORS

Red and Black

SCHOOL MASCOT

Red Raider

MISSION STATEMENT

The mission of the Corning Community Schools is to provide each student with educational skills and knowledge necessary to become a lifelong learner and productive member of society.

BELIEFS

- We believe in a safe, secure environment to help nurture high expectations and achievement.
- We believe a good education equals good citizenship.
- We believe in the importance of the family as a functioning unit.
- We believe everyone has self-worth and should be allowed to take pride in his/her uniqueness and accomplishments.
- We believe in respect for individual rights, authority, and leadership.
- We believe everyone is capable of learning and should have the opportunity to function at the top of his/her ability.
- We believe educating everyone takes everyone.
- We believe that setting realistic goals, accompanied by challenge and hard work promotes success.
- We believe in cooperation among family, school, and community.
- We believe in honesty and integrity.

STUDENT RESPONSIBILITIES

It is the responsibility of students to know and follow all school rules and policies at school and at school activities.

As a student, I will strive to:

- Maintain the highest standard of honesty, integrity, tolerance, self-discipline, civility, family value of life, respect for common good, law and order, and love of knowledge.
- Respect and be polite to all people.
- Respect myself by taking advantage of my education to be the best person that I can be.

In the classroom, I will:

- Bring all needed materials to class.
- Be in the classroom and ready to work when the bell rings.
- Obtain permission before speaking or leaving my seat.
- Wait for the teacher to dismiss me.

ACADEMICS

GRADUATION REQUIREMENTS

To graduate from the Corning Community High School, a student must accumulate at least 60 credits. Credits are earned per semester; One credit will be issued for each class that is passed per semester.

The following credits/classes are mandatory for graduation:

Curriculum Area	Credits Required	Class	Class	Class	Class
Social Studies	7	Social Studies	World History	American History	Government
English	7	English 9	English 10	English 11	One senior elective credit
Math	6	Elective	Elective	Elective	
Science	6	Physical Science	Biology	Elective	
Senior Seminar	1				
Business	1	Keyboarding			
Physical Education	4 (One must be in Health)				

The rest of a student's classes are electives and under the guidance of each student's advisor they will help their students select the courses that will be most beneficial.

Grade Point Averages

All grade point averages are based on an "Eleven-Point" system. Only semester grades are used to figure grade point average and class rank. The breakdown for the point system is as follows:

- A+: 11 A: 11 A-: 10
- B+: 9 B: 8 B-: 7
- C+: 6 C: 5 C-: 4
- D+: 3 D: 2 D-: 1 F: 0

Students at Corning Community High School are rewarded for taking a challenging class schedule therefore we have designated the following as "twelve-point" classes:

**** Dual Credit Courses (high school and college credit)**

- **Advanced Math – Algebra II – Geometry – **Calculus I – **Calculus II – **College Stats
- Physics – Chemistry – Chemistry II – Advanced Biology
- American Lit. – **English Comp. – British Lit. – **Intro to Lit. – **College Speech
- Spanish III – Spanish IV
- **Accounting II – **Psychology
- Engineering: **IE – **POE – **Aerospace – **Biotech – **Digital – **Civil
Engineering courses are dual credit only if the student passes the required end-of-course test!
- Drafting III – Drafting IV – Ag. Business – Health Careers

College or Internet courses that are offered through the guidance office may or may not carry a twelve-point value. The rigor and relevance of the course will be the determining factor.

***IN ADDITION, ALL COURSES THAT ARE NOT OFFERED THROUGH OUR REGULAR CURRICULUM MUST BE TAKEN AS AN EXTENSION OF A STUDENT'S REGULAR SCHEDULE.**

HONOR ROLL

Any student receiving all A's or A-'s will be placed on the "A" Honor Roll. Students receiving a combination of A's and B's will be placed on the A/B Honor Roll. One C will be allowed when figuring the A/B Honor Roll. However, any grade of a C- or lower will disqualify a student from Honor Roll consideration. All courses taken during the school year in which a grade is given will be used in figuring the Honor Roll.

ACADEMIC HONOR AWARD

Any student who has been named to the Honor Roll for the first, second, and third quarters of the current school year will receive an "Academic Honor Certificate".

NATIONAL HONOR SOCIETY

Membership in local chapters is an honor bestowed upon a student. Selection for membership is based on the following criteria:

- A GPA necessary for consideration is set at 9.5 or above on an 11-point scale (3.5 on a 4-point scale). This is the standard for SCHOLARSHIP as outlined in the national guidelines.
- At the end of the first quarter, a list of eligible candidates will be compiled. This is based on the student's 4th semester GPA as a junior and 6th semester GPA as a senior. The first quarter of the current year is a factor for consideration but is not figured in the student's current GPA.
- Each student will receive a packet outlining the application process and deadline for application. The application will contain a resume format and requirements, an essay format and requirements, the definition of NHS criteria, the induction procedure, and an appeal process.
- When the applications have been received, the NHS sponsor will give a copy of each applicant's papers to each faculty member along with a rating and comment sheet. Each faculty member will rate each candidate in the areas of CHARACTER, LEADERSHIP, AND SERVICE as outlined in the national handbook.
- Once the rating sheets are complete, a selection committee, which is made up of five faculty members, will compile the data and make the final decision on students being selected for NHS status.
- For students who are not selected, the committee will determine in which area they are deficient.
- A letter will be mailed to all applicants to inform them of the outcome. If a student is not selected, the reason will be outlined in the letter.
- All students who are not selected have the right to appeal. The appeal process is outlined in the application packet.

All students who are selected to the NHS are required to maintain the standards of scholarship, character, service, and leadership. If a student fails to maintain any one of these standards, the NHS committee will conduct an investigation to determine if the student will be dismissed from the chapter.

A NHS member who transfers from another school must submit a letter of evidence from his/her prior school to be accepted into our school's local chapter. All transfer members must meet the standards within one semester to retain membership.

POST-SECONDARY ENROLLMENT ACT

Juniors, Seniors, and identified TAG students who have remained in the TAG program through the eighth grade and have maintained a 2.67 GPA (B-) may be eligible to enroll in post-secondary courses with the recommendation of the High School Principal. These are the only students who may enroll in those courses not offered by Corning Community High School.

In addition, any student who chooses to enroll in a post-secondary course that is not offered in CHS's regular schedule must take the class on his/her own time. (Before or after school)

To qualify for any post-secondary course, students must score above the 40th percentile in all areas of Math, Reading and Science on the Iowa Tests of Educational Development. If a student fails to reach this goal, an alternative assessment may be used to determine if a student is still eligible. Corning High School will use the student's most recent MAP scores for this assessment.

STUDENT FAILURE

Parents or guardians will be notified by mail at mid-quarter, quarter, and semester grading periods if your son/daughter is failing a course. Parents may also access power-school at any time to check on their child's grades throughout the school year. Please do not hesitate to call the school at any time if you have questions concerning your child's grade.

SUMMER SCHOOL/RETENTION/PROMOTION (Jr. High)

Jr. High promotion guidelines:

- Students who fail a core class for both semesters of a school year must attend summer school to be promoted to the next grade. *Failure or refusal to attend will result in the student being retained for a second year.*
- Students who fail two or more core classes in a semester must also attend summer school. The outcome of the student's summer test scores will determine whether or not they are promoted or retained. *Again, failure or refusal to attend will result in the student being retained for a second year.*

ATTENDANCE

PHILOSOPHY

Students attending Corning Community Schools are expected to attend classes regularly and be on time in order to receive maximum benefit from our educational program.

It shall be the policy of the Corning Community School District to encourage regular attendance on the part of all students. Our staff believes that regular attendance is very important to the academic success of each student. The habit of good attendance, established early, will help a person to be successful throughout his/her lifetime.

PERFECT ATTENDANCE AWARD

A student who is neither absent nor tardy for the entire school year shall receive a “Perfect Attendance” certificate at awards night. Being absent for school activities, field trips or events will not be counted as an absence.

EXCUSED ABSENCES

Excused absences include but are not limited to:

- Illness – Family Emergencies – Medical Appointments
- Dental Appointments – Funerals – Accidents – Work for Parents
- Merited cases where prior arrangements have been made with the principal.

****It is very important for parents to notify the school if your child is going to be absent. You must notify the high school office by phone or send a signed note prior to an absence. If your child is sick, please notify the office the day of the illness!**

****Each student who anticipates an excused absence (school function or family issue) shall present to the office, in advance, a written notice. They will be required to get a make-up slip from the office that must be filled out by their teachers and all work must be completed before they are allowed to leave. The make-up slip must be returned to the office!**

Failure to notify the school may result in the absence being classified as unexcused. Also, failure to make up assignments ahead of time may result in a grade penalty.

****All students who are absent from school for any reason must provide a written note from their parents or have them call within one school day. Failure to provide this information will result in the absence being considered unexcused.**

Students who miss school due to illness will be required to get a make-up slip from the office that must be filled out by their teachers and all work must be completed by the designated time stated in the handbook. Failure to complete the work will result in the student’s teacher issuing a detention or a grade reduction.

In the event a student gets sick during the night and sees a doctor the following day, please provide evidence of the doctor’s visit. This is a medical excuse!

****Six absences per semester requested by parents may be authorized by the administration without a doctor’s excuse. Upon reaching a sixth day of absence, from any class, in one semester, a student will be referred to an attendance committee to review their attendance record. Depending on the nature of the student’s absences, the committee may recommend one of the following:**

- Extending the student’s absence limits.
- Make up the time if they exceed the allotted six days.
- Placing the student on an attendance contract.

The committee will base its recommendation on the nature of the student’s absences and the student’s efforts to keep up with his/her schoolwork. The committee’s recommendation may be appealed to the superintendent of schools.

UNEXCUSED ABSENCES

Students who are absent from school or class without a reasonable excuse shall be subject to disciplinary measures. Reasonable excuses are outlined under “excused absences”. All other excuses shall be considered unexcused. Examples include but are not limited to oversleeping, skipping, shopping, haircuts, tanning sessions, and other personal business that can be handled outside of the regular school day.

If a student is found to be absent without a reasonable excuse, they will be required to make up the time they have missed. (After school – Before school – Saturday School) Failure to make up the time will result in zero credit for the time missed. For all subsequent violations, refer to the discipline chart.

LEAVING SCHOOL GROUNDS OR BUILDING

No matter what the reason is for leaving school, all students must receive a pass from the office and present it to his or her teacher before they leave school grounds. Parents must approve all such passes either by phone or a written statement.

****No student is allowed to go to his or her car without the permission of the principal or secretary. You must have a valid reason! If given permission, a student must report back to the office after they enter the building. Failure to abide by this rule will result in disciplinary action covered in the discipline chart!**

TARDINESS

With four minutes between classes a student has little excuse for being late. Students not in their designated classroom at the bell will be considered tardy. If a teacher has kept their class past the end of a period, they will inform the office and no tardies will be issued to those students. If a student is talking to a teacher and is running late for the next period, please get a pass from that teacher. Consequences for being tardy are covered in the discipline chart.

HOMEWORK / MAKE-UP WORK

Schoolwork missed due to any absence will be completed to the satisfaction of each teacher whose class or classes were missed. Responsibility for making up the work lies entirely with the student. Not more than two school days should be given for make-up work for each day of being absent. Students absent for an extended amount of time will be given an adequate amount of time to make up his or her work.

Work for excused scheduled absences, including school-related activities is to be turned in before leaving or it is due the first day the student returns to class. Students who have been absent (one day) are still expected to turn in all assignments that were due. In addition, they will be required to take all tests or quizzes on the day following the absence.

Make-up work that is handed in late will not be entitled to full credit. (Teacher's discretion)

*****Teachers may assign students to academic detention for work that is not turned in on time or a poor academic performance.***

STUDENT BEHAVIOR AND DISCIPLINARY CONSEQUENCES

PHILOSOPHY

Discipline begins in the home, but when a young person starts school, discipline becomes a cooperative venture involving school personnel, parents, and the student themselves. The Corning Community School District would like parents and guardians to work with the school to help their children become mature adults who demonstrate strong character and self-control.

At the secondary level it is expected that our students are sufficiently mature to recognize the need for a safe and orderly environment that allows each student the right to an education without disruptions. It is the responsibility of each of us; the parents, students, administration, staff, and Board of Education to protect this right.

In the discipline process, the dignity of each student must be protected with proper regard as to the student's race, color, creed, intelligence, and physical ability. In other words, every student deserves the right to be treated with respect. Students must realize it is their responsibility to treat other students and staff with respect. Mutual respect between all members of a school is the foundation on which great schools are built.

The Corning Community School staff is charged by the board of education with the responsibility of maintaining a school environment that is conducive to learning. With this in mind, the following student code of behavior has been approved.

DISCIPLINE CODE

Rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district. In addition, rules are in effect while students are on school-owned or chartered vehicles, attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

As a student at CHS your first responsibility is to decide how you should conduct yourself while you are at school or school functions. Your second responsibility is to be prepared to accept the consequences of your actions. The following disciplinary actions and policies will be used to handle cases of inappropriate behavior. The administration retains the right to issue penalties for acts of discipline not specified herein.

DUE PROCESS

Before a student is subject to disciplinary action under the Code of Student Behavior, the following steps of due process must be offered to the student.

- The student must have been informed of the conduct that is expected or prohibited.
- Prior to disciplinary action, a meeting will be held with the student at which time notice is given as to what he/she is accused of doing.
- An opportunity will be given for the student to tell his/her side of the story.
- The administrator will make a decision relating to disciplinary action based upon the incident and the facts that were presented.

PLAGIARISM

Plagiarism is defined as stealing or using someone else's words or ideas (published or unpublished) as their own without giving credit to the other person. Plagiarism includes, but is not limited to copying from an encyclopedia, reference book, critical sources, Internet sites, or other students. Please consult your instructor before turning in an assignment if you have doubts to whether or not you are violating the policy.

****Plagiarism carries a consequence of a zero credit on the assignment for the first offense and a zero credit for the class if it happens a second time!**

CHEATING

Cheating on an assignment, test, quiz, lab, project, etc. is unacceptable behavior.

****Cheating carries a zero credit for a first offense and a zero credit for the class if it happens a second time!**

AUDITORIUM

The auditorium is off limits to all students. The exceptions are when we have scheduled assemblies, practices, or when accompanied by a teacher. Students are no longer allowed to pass through the auditorium between classes. Students electing to enter the auditorium without permission will fall under the discipline chart.

LYING

Corning Community Schools stress the importance of building a school environment that exemplifies strong character. Blatantly lying is unacceptable behavior and will not be tolerated. Refer to the discipline chart for consequences.

INSUBORDINATION / DISRESPECT

- **Insubordination:** Insubordination is defined as being disobedient to authority or defying a directive.
- **Disrespect:** Disrespect simply stated is “Interfering with”

This is unacceptable behavior and will not be tolerated. Students electing to express this type of behavior will fall under CHS’s discipline chart.

TOBACCO – ALCOHOL – DRUGS

Possession or use of tobacco, alcohol, controlled substances, drug paraphernalia, look-alike substances or drugs on school grounds is prohibited. Refer to the discipline chart for consequences. Not only is this a discipline chart issue, it is also a Good Conduct violation!

BULLYING

Bullying is defined when someone keeps doing or saying things to have power over another person. Some of the ways a bully treats other people are: Calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

Bullying is unacceptable behavior and will not be tolerated. Incidents will be investigated and if a student is found guilty, they will be subject to the discipline chart or in severe cases will be referred to law enforcement.

HARASSMENT

Harassment includes but is not limited to the act of making unwanted comments or actions of a racial, religious, ethnic, physical, or mental nature against other students or staff.

Harassment is unacceptable behavior and will not be tolerated. Incidents will be investigated and if a student is found guilty of harassment, they will be subject to the discipline chart or in severe cases will be referred to law enforcement.

VANDALISM

Vandalism is damage, defacement, or destruction to school or personal property. In minor incidents, students will be asked to correct the damage. In more serious cases, students will be expected to pay for their acts and local law enforcement may be notified. Students are also subject to an in-school or out-of school suspension depending on the severity of the incident.

CELL PHONES – CD PLAYERS – IPODS – MP3 Players – Movies – ETC. (High School)

- Students may use their cell phones before school (8:30 AM), after school (3:30 PM), or during their lunch period. Students who choose to use a cell phone at any other time will be subject to the consequences in the discipline chart.
- In the classroom, “other” electronic devices will be left up to the individual teacher. However, no mechanical device (exception – “clickers”) may be used during any form of assessment!
- All movies viewed at school or traveling in a school vehicle must be approved by the sponsor. No “R” or “X” rated movies may be viewed at any time.

CELL PHONES (Middle School)

Middle School students who choose to bring a cell phone to school will be required to check their phone into the office each morning.

DISPLAYS OF AFFECTION

School is neither the time nor place for contact such as embracing, kissing, etc. Students are allowed to hold hands but other contact will result in the consequences outlined in the discipline chart.

PROFANITY

Using profanity on school grounds is unacceptable and violators will face the consequences outlined in the discipline chart.

DRESS CODE

Unless authorized by the principal, the following items are not to be worn in the building: Hats, caps, bandannas, or other head coverings. Clothing with alcohol or drug related messages or other inappropriate words or graphics. Clothing that contains any message that can be construed to be sexual in nature is not acceptable at school. The administration will make the final judgment on whether an article of clothing is appropriate or not.

In addition, students who attend Corning Community Schools must wear clothing that is not too revealing. Here are some guidelines to follow:

- All shirts must have sleeves that cover the shoulder.
- Shirts should not ride up over the beltline at any time.
- Dresses or blouses should not expose the back or have plunging necklines.
- Clothing should not be transparent.
- If pants contain holes, the holes should be lower than the mid-thigh area of the leg.
- Pants should remain at waist level and not expose undergarments.
- Any piece of clothing should not expose undergarments.
- The length of shorts, skirts, and dresses should be school appropriate. If they are too short, students will be asked to change.

Dress code infractions are covered in the discipline chart.

SCHOOL TRANSPORTATION

Expectation of student behavior on school transportation will be held to a high standard. Students are expected to follow the rules of the driver. Safety is of utmost importance when traveling in a school vehicle therefore, students must maintain proper discipline while being transported in a school vehicle. Failure to abide by the rules will lead to the following circumstances:

- **First Offense:** The student will not be permitted to ride the bus until the transportation director has contacted the parent either by phone or in person. A follow-up letter will be mailed for documentation purposes.
- **Second Offense:** The parent, student, bus driver, transportation director, and principal will meet to discuss the situation. The student will receive a 30- day suspension from riding the bus.
- **Third Offense:** A student will lose his/her privilege of riding the bus to and from school for the remainder of the school year.

** Students who misbehave on school transportation to extra-curricular or co-curricular activities, and field trips will be excluded from future trips.

Discipline Chart

**** Steps may be skipped depending on the severity of the violation. The administration has the right to impose any consequence if an incident occurs that is not covered in the chart.**

<u><i>Violation</i></u>	<u><i>Step</i></u>	<u><i>Consequence</i></u>
*****	*****	*****
Tardy – Hat – Open Container – Public Display of Affection. Hallway without pass.	Step I	Warning
	Step II – X	Detention
	Step X & on	1/2 Day Sat. School
*****	*****	*****
Clothing	Step I	Warning and Clothing must be corrected.
	Step II	Detention and Clothing must be corrected.
	Step III	One Day of ISS and clothing must be corrected.
	Step IV	OSS (3 Days)
	Step V	OSS (5 Days)
	Step VI	OSS (10 Days)
	Step VII	Go before Board of Education for possible expulsion hearing.
*****	*****	*****
Electronic Devices – (Cell Phones, Ipods, etc.)	Step I	Warning & Item is confiscated until school day is over.
	Step II	Detention and Item is confiscated until school day is over.
	Step III	Detention and Item is confiscated until parents pick it up.
	Step IV	Detention – Item is confiscated until parents pick it up – Students must check in their item to the office each day thereafter.
	Step V and on	One Day of OSS
*****	*****	*****
Profanity	Step I	Warning
	Step II	Detention
	Step III	One Day of ISS
	Step IV	OSS (3 Days)
	Step V	OSS (5 Days)
	Step VI	OSS (10 Days)
	Step VII	Must go before School Board for possible expulsion hearing.
*****	*****	*****
Insubordination – Disrespect	Step I	Send to office for one day of ISS.
	Step II	OSS (3 Days)
	Step III	OSS (5 Days)
	Step IV	OSS (10 Days)
	Step V	Must go before School Board for possible expulsion hearing.
*****	*****	*****
Dismissed from class	Step I	Detention
	Step II	One Day of ISS
	Step III	OSS (3 Days)
	Step IV	OSS (5 Days)
	Step V	OSS (10 Days)
	Step VI	Must go before Board of Education for possible expulsion hearing.

Discipline Chart

**** Steps may be skipped depending on the severity of the violation. The administration has the right to impose any consequence if an incident occurs that is not covered in the chart.**

<i>Violation</i>	<i>Step</i>	<i>Consequence</i>
*****	*****	*****
“Skipping” Class – Lying- Truancy-Water Devices-Theft – Unexcused Absences (After 1st violation)	Step I	One day of ISS
	Step II	1/2 Day of Saturday School
	Step III	OSS (3 Days)
	Step IV	OSS (5 Days)
	Step V	OSS (10 Days)
	Step VI	Must go before the Board of Education for possible expulsion hearing.
*****	*****	*****
“Cutting” through Auditorium Going to car without permission. Lunch Violations.	Step I	Warning
	Step II – V	Detention
	Step VI & on	1/2 Day Saturday School
*****	*****	*****
Tobacco – Alcohol – Drugs on school premises.	Step I	Referred to local law enforcement. Five days of OSS. Also, students violating this rule will be required to set up an appointment with our school counselor for possible interventions.
	Step II	Referred to local law enforcement. Ten days of OSS and must go before the Board of Education for possible expulsion hearing
*****	*****	*****
Fireworks – Incendiary Device Tampering with Fire safety equipment – Chemical Devices	Step I	Three days of OSS and local law enforcement will possibly be notified.
	Step II	OSS (Five days)
	Step III	OSS (Ten days)
	Step IV	Must go before the Board of Education for possible expulsion hearing.
*****	*****	*****
Fighting – Violence	Step I	Referred to local law enforcement. Three-day OSS
	Step II	Referred to local law enforcement. Five-day OSS
	Step III	Referred to local law enforcement. Ten-day OSS
	Step IV	Must go before the Board of Education for possible expulsion hearing.
*****	*****	*****
Bullying – Harassment Threat	Step I	Upon proof of the accusation, a student will receive three days of OSS
	Step II	OSS (Five Days)
	Step III	OSS (Ten Days)
	Step IV	Must go before the Board of Education for possible expulsion hearing.

CONSEQUENCES

- **Detentions:** Detentions are given for minor misbehaviors. (Tardies, disturbing class, or any minor violation so deemed by an instructor or an administrator)
In addition, any student who has accumulated 5 non-detention referrals will be issued a 30-minute detention. Detentions will be served on TUESDAYS. All detentions are served after school. The only exception is when there is a scheduled school activity on a Tuesday and the student must leave school early. **IN THIS INSTANCE A STUDENT MUST SERVE HIS/HER DETENTION ON TUESDAY MORNINGS OR MAKE SPECIAL ARRANGEMENTS WITH THE PRINCIPAL!**
Failure to serve a detention will result in an additional 30 minutes being added to each violation. Continued infractions may lead to in-school or out-of-school suspensions.

****All detentions must be served before a student may participate in their next scheduled extra-curricular activity.**

- **In-School Suspensions (ISS):** An in-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision. A student in ISS will be required to work on school assignments for the time they are isolated. If all work is complete they are required to read for the remaining time they are in ISS.
- **Out-of-school suspensions (OSS):** Out of school suspensions are given for more serious offenses. While a student is serving an OSS, they are given the opportunity to complete all homework assignments. However, all assignments must be turned in on the first day they are back in school following their suspension.
- **Saturday School:** Saturday schools are issued when a student violates a school policy repeatedly. The discipline chart covers these incidents.
- **Saturday School Guidelines:**
 1. Students are to report to Saturday school at 8:30 AM and enter the school's west entrance. After entering the building please report to the HS library.
 2. Students are required to report with enough schoolwork to keep them busy for their designated time. (1/2 day or full day) If a student reports with nothing to do, they will be assigned work by the supervising instructor.
 3. Students will conduct themselves in a respectful manner, work quietly, follow the requests of the supervising instructor, and not cause any disturbances. Failure to do so may lead to an out-of-school suspension.
 4. Students who are late and denied entrance or dismissed from Saturday School for disciplinary reasons will leave the building immediately.
 5. If you are late or asked to leave, you will not receive credit for attendance.
 6. If you are not given credit for the class, your time will be doubled or you could possibly be suspended in-school or out-of-school.

EXTRA-CURRICULAR ACTIVITIES

Any students wanting to participate in interscholastic sports at CHS must meet all of the eligibility requirements set forth by the IHSAA or the IGHS AU and the Corning Community School District.

- All students participating in a sports program must carry insurance. The school will offer an insurance package for these students or parents wishing to insure their children on their own plan must sign a waiver indicating they have they have insurance and their children are covered.
- Physical examinations are also mandatory! No student may participate in a sports activity until they have completed a physical examination. The school will arrange a time in June, July, or August of each year where students may set up a time to receive a sports physical at a reduced rate. Our local physicians will conduct these physicals.
- To participate in a school activity, a student must be in school for at least the afternoon of the activity. Under rare, unavoidable circumstances, a school administrator may permit a student to participate in an event when a student was absent in the afternoon.
- No practices are allowed at any time on Sunday or Wednesday nights without the permission of the athletic director, principal, or superintendent.
- Students participating in extra or co-curricular activities must travel to and from the contest in transportation furnished by the school. Students may ride home with their parents if the parents request it in writing or personally notify the sponsor or principal.

ACADEMIC ELIGIBILITY POLICY (HIGH SCHOOL ONLY)

The State of Iowa Activity Associations (IHSAA and IGHS AU) have set forth a new academic policy regarding participants in all extra-curricular activities. It states:

- If a student fails any class during a grading period (semester), that student will become ineligible for 30 calendar days in the activity when the deficiency took place or in the next activity the student is participating in.
- In addition to the state rule, a student must also meet the requirements of the Corning Community School District. This policy states that a student must pass all classes during any grading “notification period”. These would include mid-term and quarter grades. If a student is not passing all of his/her classes, they will be required to set up a study-time with the teacher their deficiency is in. When the grade has been raised to a passing mark, the student will become eligible to participate.
****NOTE:** If a student fails to set up a study-time with his/her teacher, he/she will become ineligible for next seven days regardless if the grade has been brought up to passing or not.
- Students who are not eligible are still able to participate in practices, however they are not allowed to suit-up, travel, or participate in any contests.
- Speech, debate, vocal and instrumental music carries the same consequence as athletics however, the 30 days of ineligibility starts immediately.

GOOD CONDUCT POLICY

Participation in extra-curricular activities at Corning Community Schools is encouraged and considered to be a very important part of a well-rounded education. Since the decision to participate in extra-curricular activities is strictly voluntary, students who participate in these activities must adhere to a higher standard of conduct.

The following activities are covered under Corning's Good Conduct Policy:

Athletics, instrumental and vocal music performances and contests, drama productions, speech contests, musicals, FFA, FBLA, FCCLA, Y-Teens, National Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, class officer, student council officer or representative, state contests and performances for cheerleading, or any other activity where the student represents the school outside the classroom.

Violations of the Good Conduct Policy include but are not limited to the following prohibited conduct or actions.

Students shall not:

- Sell, manufacture, or distribute illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use or threaten to use any instrument that is generally considered a weapon, or an imitation weapon or explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use, or be under the influence of alcohol, regardless of age.
- Attend a function or party where illegal drugs are being used or where minors are illegally using alcohol.
- Use, possess, and/or transmit tobacco or imitation substances, regardless of age.
- Damage, destroy, vandalize or steal school property and/or personal property of employees.
- Participate in any conduct, which, in Iowa, is illegal. Simple traffic violations are exempt.

A student charged with violating the Good Conduct Policy shall be offered his/her due process. In school systems, due process is the student's right to hear the charges brought against him/her and present their side of the story. A committee composed of the guidance counselor, the athletic director, and the president of the student council will administer due process at CHS.

If a student is found to be in violation of the Good Conduct Policy, the following penalties will be assessed:

- **First Offense:** A first offense carries a suspension from all extra-curricular activities for 35 calendar days. The suspension will begin the day following the committee's decision (If a student elects due process) or the day a student personally admits his/her guilt to the principal. If a student fails to contact the principal and law enforcement notifies the school of the violation, the penalty will start on the day after the notification. On a student's first offense, there can be a reduction of the penalty if the student agrees to participate in an awareness program tied directly to the violation. The suspension will be reduced to 17 calendar days.
- **Second Offense and each subsequent violation:** The penalty continues to double for each violation. A second offense carries a 70-calendar day suspension, a third carries a 140-calendar day suspension and so on.

****Good Conduct violations are carried over from year to year, so if you violate the policy as a freshman and then as a sophomore, your sophomore violation would be doubled.**

TEAM RULES

In addition to the Good Conduct Policy, a coach or sponsor may also have a set of rules to abide by. Sponsors will discuss these rules at the beginning of their respective seasons. If a sponsor does not have a set policy, our Good Conduct Policy will take precedence whether the infraction takes place on or off school grounds.

A student who is under suspension shall not compete, represent, or ride school transportation to any extra-curricular activity.

CONDUCT AT EVENTS

We encourage students and adults to be supportive of our school however, students or adults involved in the degrading of others including officials, coaches, other fans, or players will be subject to the State of Iowa rules for attending events.

Unacceptable behaviors handed down by the state are:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. That includes making noise to distract an athlete! PENALTY – EJECTION!
- Throwing articles onto the contest area. PENALTY – EJECTION!
- Entering the contest area in protest or celebration. PENALTY – EJECTION!
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. PENALTY – EJECTION!
- Spectator interference with the event. PENALTY – EJECTION!
- Jumping or stomping on the bleachers. PENALTY – WARNING/EJECTION!
- Use of artificial noisemakers, signs or banners. PENALTY – WARNING/EJECTION!
- Chants or cheers directed at opponents. PENALTY – WARNING/EJECTION!

In addition to the state of Iowa rules the board of education and the administration have added the following:

- The “Tomahawk Chop” and the “Push It” chants are banned from our school.
- No singing of songs unless it is our school song!
- And furthermore, any cheer or chant that the supervising administrator deems inappropriate is unacceptable.

**While in attendance at CHS events at other schools, students are reminded that all of our school rules are in effect.

OTHER ITEMS

CHURCH NIGHT

Wednesday evenings are designated as church night. The school cooperates by not scheduling activities on these evenings. The only exception is when a state sanctioned event is scheduled and CHS is scheduled to participate.

BULLETINS – ANNOUNCEMENTS – PHONE – MESSAGES

Daily announcements are read to students during the first block of every school day. Students arriving late to school may read daily announcements on the bulletin board outside of the secretary’s office on the second floor. There is also one posted on the front desk in the secretary’s office.

Students may use the school phone in the office if an emergency arises throughout the school day. Check with the principal or secretary before calling.

All messages for students that are received during the day will be personally handed to the student or the student may be called to the office to pick it up. Also, if office personnel are extremely busy, a message for you to report to the office may be posted on the office bulletin board.

BEVERAGES / CANDY

Beverages and candy are not allowed during the school day. There are two exceptions to the rule and they are: During lunchtime and when a teacher is sponsoring a celebration for his/her students. During these celebrations, all food and drink must be consumed in the teacher's classroom and nowhere else. Open beverage containers are not allowed at other times during the school day.

**** During extremely hot/humid weather, students will be allowed to carry a water bottle and only a water bottle! (No pop, sports drinks, etc.)**

SCHOOL DANCES

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

- High School activities are for CHS students and their dates (high school age or above). Junior High School activities are for Corning Jr. High students only.
- Students and their dates will abide by the following rules:
 1. No drinking or possession of alcoholic beverages.
 2. No tobacco products of any kind.
 3. No leaving and returning to the dance.
 4. All coats will be removed upon entering the building.
 5. No use of foul play or profane language.
 6. Must be in school the day of the dance.

****Infractions of the above rules will result in being dismissed from the dance. Sponsors will immediately refer violators of 1 or 2 to parents and police.**

- All sponsoring groups must see to it that the date and time of the activity is placed on the official school calendar, which is in the office.
- At least six sponsors are to be in attendance to chaperone any high school activity. They may be composed of school and outside personnel.

****Sponsoring groups are responsible for contacting the local police department so at least one officer will be on duty during the event. (High School Only)**

DROPOUTS / TRANSFERS

Students choosing to dropout of school or transfer to another district must follow checkout procedures established by the office. All school property must be returned before any student will be released from our district.

ENTERING THE BUILDING

Students are not to enter the building before the 8:15 bell. In case of inclement weather, students may enter the building and wait in the "Commons" area until the bell rings.

EMAIL

Students may not use email at school. The only exception is when a student is taking a college level course and they must get in contact with their instructor.

DRUG AND ALCOHOL PREVENTION PROGRAM

Corning Schools certify the adoption and implementation of programs to prevent the use of illicit drugs and alcohol by students.

Age appropriate, developmentally based drug and alcohol education/prevention programs are provided for our students. Contact the guidance office for details.

FEES – TICKET PRICES – INSURANCE

Book Fees:	There will be no book fees for the upcoming school year.	
Drivers Education:	\$235.00 (\$335 for all non-district students)	
Activity Tickets:	Student – \$40.00 Adult – \$70.00 Family with 1 child – \$150.00 Family with 2 or more children – \$180.00 Senior Citizen – Free (65 or older)	
Lunch Ticket:	Daily lunch price is \$1.55 and breakfast is \$1.00. Parents may deposit any amount they wish into their child's lunch account. <ul style="list-style-type: none"> • Weekly: \$7.75 per child • Monthly: \$31.00 per child 	
Insurance:	School-Time Coverage (Standard Plan)	\$69.00 (\$46 for Jr. High)
	School-Time Coverage (Deluxe Plan)	\$139.00 (\$92 for Jr. High)
	24 Hour Coverage (Standard Plan)	\$167.00
	24 Hour Coverage (Deluxe Plan)	\$336.00
	Football Coverage (Standard Plan)	\$231.00
	Football Coverage (Deluxe Plan)	\$462.00

FIRE AND TORNADO DRILLS

The purpose of a fire or tornado drill is to educate the faculty and student body of the proper procedures of what to do and where to go in case of an emergency.

- **Fire Drill:** The signal for a fire drill is a continuous ringing of the fire alarm. All teachers are responsible for evacuating their room in an orderly yet quick fashion to a spot well away from the school to assure the safety of our students.
- **Tornado Drill:** The signal for a tornado drill is an intermittent continuous ringing of the school bell. All teachers are responsible for clearing their rooms and getting their students to the proper location within the school building. **UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO LEAVE THE BUILDING OR SCHOOL GROUNDS DURING A TORNADO DRILL! STUDENTS ARE TO GO TO THEIR DESIGNATED AREAS AND BE SEATED ALONG THE WALLS.**
 - * 3rd Floor Classrooms: Go to second floor hallway and get seated
 - * 2nd Floor Classrooms: Remain on 2nd floor and get seated in the hallway.
 - * 1st Floor Classrooms: Remain on 1st floor and get seated in the hallway.
 - * Gym & Auditorium: Report to 1st floor and get seated in the hallway.
 - * Activity Center: Report to music hallway and get seated.
 - * Shop and Ag. Building: Report to 1st floor and get seated in the hallway.
 - * Jr. High: Report to the lunchroom and get seated along the wall.

GUIDANCE

The purpose of the guidance service is to help each student in his/her educational, social, vocational, and personal development. The counselor is in her office from 8:00 – 4:00 daily except when she has other commitments. Conferences with students receive first consideration of the counselors time and are scheduled whenever necessary.

The counselor may assist students in the following ways:

- Recommend materials or programs to improve his/her study habits.
- Help plan schedules to best benefit the students.
- Offer assistance in making realistic curriculum selections and help students plan for the future.
- Offer suggestions that will help students with their personal problems.
- Set up outside programs that will help students if they are in need of assistance.

HEALTH POLICIES

Students who are ill may be asked to visit with the school nurse depending on the nature of the illness. After weighing a variety of factors related to the illness, school officials may send or take the student home. Every attempt will be made to contact the parents, guardian, or another responsible adult. In emergencies, the school assumes the right to call an ambulance, but assumes no financial obligations. At such times the family physician (if known) will be contacted.

INCLEMENT WEATHER

If it becomes necessary to dismiss school because of inclement weather or poor road conditions, either before school or during school, parents will be notified through radio stations KMA (Shenandoah), KSIB (Creston), KJAN (Atlantic) or KOAK (Red Oak). WHO television station will also be contacted.

Conditions are not always the same across the district. If it is too dangerous to drive in your area, please call the school. These absences will be excused with parent notification.

LOCKERS

High school students are required to share a locker with another student. Junior high students will be assigned their own locker. Generally speaking, space is available for textbooks and coats. If a student puts too much “stuff” in their locker, shutting the door becomes a problem. Please take care of your locker so no fines will have to be issued at the close of the school year. Remember, no signs or banners may be taped to the outside of your locker. If you elect to lock your locker door, make sure the office has a key or combination to your lock.

MIDDLE SCHOOL GROUNDS

High School students may use the middle school grounds for school purposes only. If you are in this area without a valid reason, you will be asked to leave. Failure to leave will be treated as insubordination.

LIBRARY GUIDELINES

- The library is intended to be a quiet place for students to do research. If you are using the library, make sure you stay busy and remain quiet.
- All materials checked out should be taken care of at the main desk by the librarian.
- Computers are checked out on a “first come first serve” basis. When checking out a computer, remember it must be checked back in by the end of the period.
- When signed out to the library, students are to report directly to the library and nowhere else. Students abusing this policy may lose their library privileges.
- When leaving the library, please put everything back in its proper location; books, magazines, newspapers, etc.
- Students failing to return or have lost a book will be responsible for replacing the book or paying a fine until the book is returned. Fines range from \$.10 per day to the cost of the book.
- If a student is asked to leave the library for discipline reasons, they will lose their library privilege for five school days. Continuous infractions will lead to loss of library privileges for the year.

LUNCH

The Corning Community School District has a closed lunch period. At no time are students allowed to leave school grounds for any reason, which includes getting a lunch.

CHS has a “Split” lunch period. That means that part of the student body will eat before third block begins and the rest of the student body will attend 30 minutes of their third block class before going to lunch. At the conclusion of this lunch period, students will return to their third block class.

All students are required to eat in the cafeteria. No students will be allowed to eat outside or in teacher’s classrooms, library, etc. During lunchtime, students are not allowed to go to their cars, teacher’s classrooms, Activity Center, etc. Infractions are listed on the discipline chart. Students who choose not to eat are still required to go to the cafeteria during their designated lunch period.

Lunch money may be deposited in your account during the school day or at lunchtime. Students electing to eat school lunch will be allowed to charge up to ten days, which is \$15.50. If, at any time, your account is extended beyond this amount, you will not be able to eat school lunch until the account is taken care of. Students, who eat school lunch and are overextended on their accounts, will be offered a peanut butter sandwich and a carton of milk.

Our lunch program now uses a code number system. Each student who chooses to eat a school lunch will be given a number that must be entered into our system before they receive their lunch. Students wishing to eat a second lunch may do so providing there is enough food for the next lunch however, they my not use their code number to purchase a second lunch. They must pay cash if they choose to receive a second lunch.

While waiting in line to eat school lunch, please refrain from causing disturbances such as pushing, shoving, loud talking, cutting in line, etc. Violations of these rules will result in lunch detention. The amount of time will be at the discretion of the principal.

PARKING PRIVILEGES

The high school parking lot on the west side of the building has been designated for juniors and seniors. The parking lot on the north side of the Activity Center has been designated for freshman and sophomores. When all parking spaces are occupied, students will have to park on the street. Here are the guidelines to follow.

- Students must register with the office the type of vehicle they will be parking in the lot.
- Parking lot users will park in designated parking areas only! Restricted parking areas include but are not limited to the east side of the high school lot (teachers only), both sides of 9th street (the street between the High School and the Jr. High), the shop and Vo. Ag driveways, fire lanes, grassy areas, sidewalks, the east side of the activity center, the west side of the Jr. High, etc.
- While driving in the parking lot, please drive in a safe manner (Five miles an hour or less). The flow of traffic is counter-clockwise as you enter either driveway off Loomis street.
- Students choosing to park in the lot will park head-in only, and take up only one space. The lot is limited to pick-up size vehicles or less.

Violators of the above regulations will be treated as follows:

- First Offense: Written warning and parents are notified.
- Second Offense: Loss of parking privileges for 30 calendar days.
- Third Offense: Loss of parking privileges a calendar year.
- If a student has lost his/her parking privileges and chooses to park in the lot anyway, they will have their vehicle towed at their own expense.

DRIVING PERMITS

Driving permits are available once a student has passed a driver's education course. The Department of Transportation has made it perfectly clear that before a student can apply for a driving permit, the student must live at least one mile from the school. In extreme cases where a hardship is involved, the superintendent of schools may make exceptions to the one mile restriction. The route must be from the student's home to the school using the shortest possible route!

HALL PASSES

When a student is allowed to leave a classroom, he/she must have a signed pass from that teacher. If a student must see another teacher, they should have a pre-signed pass from that teacher and the time in which they would like to see them. Failure to have a pass while in the hallway will result in the consequences that are found in the discipline chart. Forging a pass will lead to more severe consequences.

Teachers have the final say when issuing passes to their students.

STUDENT LOADING AND UNLOADING

Parents wishing to drop off their child at the high school should observe the following regulations:

- The preferable location for dropping off or picking up your child is on the west or south side of the High School. (North or east side for the Jr. High)
- Loomis Avenue (West of the Activity Center) is also available.
- No student may be dropped off or picked up on 9th Street between the buildings when buses are arriving, loading, unloading, or departing.

REPORT CARDS

Student grades are calculated every nine-weeks. However, grades at the end of the first and third nine-week periods are considered progress reports only. These grades are not calculated into a student's cumulative grade point average. **SEMESTER GRADES ONLY** will be counted towards a student's GPA.

RIGHT TO KNOW SIGNS

Posted in certain areas of the school are multi-colored diamond shaped signs. These signs inform the public of the possible hazardous materials in the area where signs are located. Federal law requires the Corning Community School District to post these signs. Tampering with these signs will result in suspension and referral to the fire marshal.

STUDENT COUNCIL

Corning Community High School's Student Council is a highly active group of representatives chosen from each class to serve as a governing body for student affairs.

The Student Council's principle purpose, as outlined in its constitution, is as follows:

- To develop attitudes of, and practice good citizenship.
- Promote harmonious relations throughout the entire school.
- Improve teacher-student relationship.
- Improve school moral.
- Assist in the management of the school
- Provide a forum for student expression.
- Provide orderly direction of the school activities.
- Charter school clubs and other organizations.
- To promote the general welfare of the school.

To be eligible for becoming a member of the Student Council, a student must have a cumulative GPA of 5.4 or higher and be a full time student at CHS. Any representative may be impeached from the Student Council by a 3/4 vote of the organization. Basis for impeachment shall be the lack of scholarship, cooperation with other students, failure to meet the attendance policy of the organization, or disciplinary action. A high level of conduct is expected from all Student Council members.

WEAPONS

The Corning Board of Education adopted a weapons policy that prohibits the possession of weapons at school, school events, or a student's vehicle that is located within the school's jurisdiction. The type of weapon and the event associated with the possession will determine the consequence a student receives. Disciplinary action will range from a minimum of a three-day suspension to a maximum penalty of expulsion from the Corning Community School District.

DEFINITION OF A WEAPON: Any dangerous object or device which may be used or which could be used to injure another person. Examples include but are not limited to: firearms, explosives, incendiary, poisonous gas, knives, martial arts devices, chains, ammunition, fireworks, chemicals, look-alike weapons, or any object which used in a dangerous or threatening manner or is intended to be used in a such manner.

DEFINITION of “AT SCHOOL”: An Attorney General ruling gives the opinion that school can extend one block in all directions from the property owned by the school. Corning School District will use this guideline in the governance of its policies.

*****If you, as a student in the Corning Community School District, have knowledge that someone is bringing a weapon to school, PLEASE INFORM A STAFF MEMBER IMMEDIATELY!***

Students who hunt should be especially aware of this policy during any “Hunting Season”. Do not keep guns of any type in your vehicles.

ADMINISTRATIVE NOTICES

NON-DISCRIMINATION

It is the policy of the Corning Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment practices as required by Title VI & VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

EDUCATION EQUITY

The Corning Community School District shall provide equal opportunity to all district employees and applicants for employment in accordance with equal employment opportunity laws, directives, and regulations of federal state and local governments and agencies. Corning Community School District shall take affirmative action in the recruiting, appointing, and advancing of women, minorities, and the disabled.

All applicants for employment who meet or exceed the qualifications established by the Board, Administration, and the Iowa Department of Education for the position for which they apply will be given consideration for employment. The Corning Community School District Board of Education shall consider the veteran status of the applicants in keeping with the law.

Inquires by employment or applicants for employment pertaining to equal employment opportunities and/or affirmative action shall be directed to the Affirmative Action Coordinator, which is the high school principal and may be addressed to the following:

*High School Principal
Corning High School
Corning, Iowa 50841*

Written inquiries may be directed to the Iowa Civil Rights Department of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri instead of, or in addition to the inquiry to the local district coordinator.

Further information and copies of the procedures for filing a complaint are available in the district’s central office and each attendance center.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Corning Community School District by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and non-certified personnel, students, vendors, and any others having contact with the agency is prohibited. Persons found in violation of this policy will be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, termination, or other sanctions as determined by the board.

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the Corning Community School District to respond promptly to allegations of abuse of students by school employees. The district will investigate any allegation and process the complaint or allegation confidentially to the maximum extent possible.

The Corning Community School District has appointed a level-one investigator and an alternate. The district has also arranged to have a trained, experienced professional to serve as a level-two investigator. The building principal will serve as the level-one investigator.

LIMITED ENGLISH PROFICIENCY

It is the policy of the district to identify and provide programming for students of limited English proficiency. When new students register, the district will identify those students from homes where English is the second language, so that they can be evaluated for possible ESL educational assistance.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of the Corning Jr./Sr. High School as necessity or desirability arises. Any student, parent or guardian not wanting the information released to the public, must make their objection in writing to the principal of Corning Community High School.

- Name – Address – Phone listing
- Date Place of Birth
- Social Security Number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received
- The most recent previous school or institution attended by the student

PERMANENT STUDENT RECORDS

Official permanent records constitute personal data necessary for the operation of the school system and important student's needs. Permanent records maintained by the district may include any of the following information:

- Student's name
- Address and telephone number of the student
- Sex of the student
- Marital status of the student
- Birth date and place of the student
- Name of student's parents or guardian
- Previous schools attended
- Dates enrolled in district
- Name and location of district schools attended
- Date of graduation
- Subjects taken and grades received
- Summary of units of classes
- Number of students in class and class rank
- High school grade point average (GPA)
- Attendance
- Standardized achievement test scores
- Standardized IQ scores
- Extra-curricular activities
- Special awards and honors
- Evaluations by professional staff
- Photograph of student and date taken
- Follow-up information after high school
- Logs of records requested or disclosed

Permanent records will be maintained in the office. Student records are open to review by parents and eligible adult students. Challenges of the accuracy of a student's record must be submitted in writing to the principal's office.

SPECIAL EDUCATION STUDENT RECORDS

The Corning Community School District maintains confidential special education records for students who receive special education or related services.

Parents and eligible students of the age eighteen or over have the right to:

- Review special education records.
- Have these records explained.
- Obtain copies of any records at no charge.
- Have a written response pertaining to record content.
- Require an amendment or deletion of record content that they feel is inappropriate, inaccurate, or an invasion of privacy.
- Request a hearing, if requested amendment or deletion of record content is not made.
- Know who has had access to their records and whom they have been disclosed to.

Requests to exercise these rights or to determine procedures established to provide for the exercises of these rights should be directed to the principal.

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

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

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed.

All special education student records maintained by the Corning Community School District will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

SEARCH AND SEIZURE

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

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

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

SCHOOL AND SCHOOL PUBLICATIONS

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

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

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

HOMELESS CHILDREN

In order to provide and enroll possible homeless students, the district has posted the following poster throughout the community.

- **To:** Whom it may concern
- **From:** High School Principal
Corning Community Schools
Corning, Iowa 50841
641-322-4245
- **Re:** Homeless Children

Anyone who is aware of a young person of school age, within the school district, who is not being served by an authorized educational program, please contact the school at the above phone or address.

EXPULSION: BOARD ACTION

- Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly.
- Students whose actions are of such a serious nature as to warrant expulsion may be recommended for expulsion regardless of the number of, or absence of, any prior offenses.
- A student upon reaching a five-day suspension will have his/her discipline record reviewed by the principal. Severity of the offenses may warrant further disciplinary action.
- A student, upon reaching a ten-day suspension will be taken to the board of education for possible disciplinary action.

PROCEDURES FOR LONG-TERM SUSPENSIONS AND EXPULSIONS

The board of directors, following a recommendation of the superintendent or building administrator, may suspend a student for a period of time to be determined by the board or may expel a student from school. Written notice of the charges prompting the administrative recommendation and notice of the district policy, rules, shall be mailed or delivered personally to the parent or guardian and to the president of the board. The president of the board shall schedule a meeting of the board of directors for a time within ten school days after the notice has been mailed or delivered. Not less than three calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date, and place for hearing.

The hearing shall be before a majority of the members of the board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor, or other representative of the student's choice and the administration and/or representative of their choice.

The hearing shall follow the outline as set out below as nearly as possible:

- The administration shall present evidence in support of the recommendation. The student shall have the opportunity to cross-examine any witness called by the administration.
- The student may present evidence to refute the recommendation. The administration shall have the opportunity to cross-examine any witness called by the student.
- The parties may present rebuttal evidence.
- The administration may make a brief closing statement.
- The student may make a brief closing statement.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. The board of directors shall not be required to compel the attendance of witnesses to five testimonies at such hearings. If any participant at the hearings conducts himself/herself in a disruptive manner, the board may exclude him/her and proceed with the hearings.

The hearing shall be in closed session of the board of directors, unless an open session is requested by the student or the student's parent or guardian if the student is a minor. In the event an open session is requested, it shall be deemed a waiver of confidentiality of any information regarding the student used at the meeting.

If the student or his/her representative fails to appear at the hearing, or if a student desires to make no response, the administration shall never the less submit evidence in support of the recommendation.

A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the board shall consider all relevant evidence introduced at the hearing and shall make a decision. The board shall then meet in open session, and by roll call vote entered in the minutes, make a decision on the merits. The board may adopt, modify, or deny the administration's recommendation. Written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian within five days of the decision.

At the time of suspension or expulsion, the board may determine whether the student should have access to alternative programs or whether the student should be excluded from all programs of the district. A student may be readmitted to school following a suspension or expulsion by the board of directors.

A student or parent has the right to appeal the board's decision as provided in chapter 290 of the Code of Iowa.

If the student has been identified as a child requiring special education, the board shall not suspend or expel the student without complying with the requirements of law relating to special education. In such cases, a multidisciplinary staffing shall be held to review the circumstances, to determine if the conduct is related to the student's disability, and to determine if an alternate placement is advisable. A special education student shall not be expelled or have a long-term suspension imposed if the behavior is related to the disability. If the behavior is not related, a long term suspension or expulsion may be considered, but an alternative program shall be provided.

ADMINISTERING MEDICATION

DIAGNOSIS AND MEDICATION

In Iowa, only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is reason to suspect a possible health problem, the child's parents should be notified with the suggestion that the child be seen by a doctor.

Absolutely no medication should be administered by school personnel or the nurse unless written permission has been granted by the child's parent and the following recommendations have been met:

Prescription Medication

- The drug must be in the original container, prepared and labeled by a pharmacist, clearly showing the name of the child, name of the medication, time of day that it is to be given, duration it is to be given, and the name of the doctor.
- Written permission with the parent's signature.
- Under no circumstance will the drug be furnished by the school.
- All medication shall be left in charge of the nurse or school when it is to be distributed at prescribed periods.
- The registered nurse may contact the student's doctor if there is any question regarding the administration of medication.
- A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reason therefore.
- All non-prescription medication will be sent home with the student at the end of the school year. Prescription medications, such as Ritalin, must be picked up by a parent at the end of the school year. Prescriptions that are not picked up will be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness. It will then be placed in the student's cumulative folder.

Non-Prescription Medication

- Written permission with the parent's signature giving the student's name, name of medication, dosage, and times of administration on file.
- The medication shall be provided by the parent in the original container labeled by the manufacturer.
- Under no circumstances will the medication be furnished by the school.
- All medication shall be left in charge of the nurse or school official to be given to the child at prescribed periods.
- A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date, the time, of administration, and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.
- The nurse may determine that such medication should not be administered to the student. In such cases, the nurse shall attempt contact a parent verbally. If the nurse determines that such medication should not be given, he/she will then notify the parent or guardian in writing of why the medication was not administered.
- All medication will be sent home at the end of the school year. Students will be notified to pick up their medication. Medication that is not picked up will be destroyed by the school nurse.

Corning Community School District
Internet and Technology Acceptable Use Policy

Corning Community School District provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of Corning's district email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring.

This policy pertains to the access and use of the district network and electronic mail system for electronic communications and storage and printing of data. The term network refers to not just the Internet connection but to all computers, resources, printers, servers, e-mail, hardware, and software of the Corning Community School District. There are no user fees for this Internet Access.

Individuals Covered

This policy applies to all persons accessing and using district electronic network and mail systems. These persons include students, faculty, staff, and use privileges extended by the district given the availability of these systems. A user does NOT own their network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. **DON'T MISUNDERSTAND.** Your access to computing resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

Purpose of Providing Internet Access

The purpose in providing Internet access to the students and staff of the Corning Community School District is to encourage educational use through access to electronic resources and breed familiarity with tools of technology.

Purpose of Policy

In order for students and staff to use Corning's network they must abide by the guidelines set forth in this Network Use Policy. If for any reason a parent or guardian does not want his/her student to have Internet access then he/she must provide written notice to the school. It is a general policy that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using Corning's network, users acknowledge their understanding of the general policy and guidelines as a condition of using the Corning Community School District facilities and Internet access.

Introduction: Basic Guidelines

Internet access is coordinated through a complex association of government networks. Smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines and in order to have continuing access, it is important that you understand and agree to these guidelines. A violation could mean termination of an individual's privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials and an industrious user may discover controversial information. The Corning School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The Corning Community School District reserves the right to change these rules at any time without notice.

***Students will use the Internet only under teacher supervision. Students are not to be in Labs unsupervised.**

Corning Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users' folders, observe screens of users, and read email and block what the district considers to be inappropriate sites.

The Corning Community School district does have Internet filtering hardware and software in place and active on the network. This hardware and software will be used to filter access to inappropriate material via the worldwide web and email communications. Although filtering does block most inappropriate sites, it is imperative to note that it is nearly impossible to filter all inappropriate sites. If a user encounters what he/she may question as inappropriate material via the worldwide web or email, then he/she must notify a teacher or the network administrator immediately. No user shall attempt to bypass any filtering techniques.

Corning Community School District will comply fully with any investigation concerning or relating to network activity.

It is the responsibility of each user to notify the technology director if he/she believes that his/her password is known to others and if any user files have been altered.

Copyright Statement

The Corning Community School District strongly condemns the illegal distribution and copying of intellectual material. Any user caught transferring, copying, or selling these files or software in whole or in part, will face immediate termination of their license or access privileges for the remainder of the year. Software piracy is a federal offense and is punishable by fines or imprisonment.

Reminders for all Internet Users Regarding Violations

- The following violations may lead to disciplinary action or loss of Network use privilege or both. This list is not complete.
- Sending abusive messages to others or using inappropriate language.
- Breaking Copyright rules or laws. Copying software.
- Creating or spreading computer viruses.
- Using another persons' name or password to access Internet or e mail.
- Using home e mail accounts in school.
- Accessing or altering another users' files without permission.
- Modifying in any way the districts' hardware or software.
- Placing illegal or inflammatory material on the Internet in the form of e mail or web pages.
- Using the Internet from school for commercial purposes or product advertisement.
- Downloading ANY file without the permission of the teacher. This is true of sound, text, photos, movies, or any other files that would be transferred from one computer to another.
- Using the Internet or e mail for political lobbying.
- Accessing chat rooms of any kind.
- Downloading, storing, copying, or printing files that are profane or obscene.
- Printing on school printers any material unless it is for educational use or directed to by a teacher.
- Posting any personal information about yourself, family, friends or others without permission. This includes phone numbers and addresses.
- Submitting your name, age, address, phone number, or any similar information to anyone over the Internet unless directed to do so by a teacher or other school official.
- Harassing any user through the use of their name, picture, or e mail.
- Sending pictures that are personally identifiable without permission.
- Agreeing to a personal encounter with someone who may have contacted you online.
- Engaging in any online chat group or submit personal information to any online site, private or public unless under the direction of a teacher.

- Obtaining an e mail account from the Internet (such as hotmail or yahoomail). Only school approved email accounts are acceptable.
- Forwarding of messages that would be considered obscene or unacceptable by school district standards.
- Connecting to any site involved with gambling, alcohol, or drugs.
- Trying to break the security of the system or bypass safeguards put in place by the school district.
- Posing as or trying to log in as a network user other than yourself.
- Posing as or trying to log in as a network administrator.
- Attempting to “hack” into a server, computer, or network inside or outside of the district.
- Attempting to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher and the network administrator.
- Mail bombing or purposely overloading another user or system using e mail.
- Playing games or downloading games online.
- Using email to inform other students about or give them information about tests, answers to quizzes, or other information that would be considered cheating.
- Posting other students work without that student’s consent and knowledge or posting information anonymously.

Staff Guidelines

Faculty and staff are subject to the same standards, written or implied as outlined for students. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, and for assuring that students understand that if they misuse the Internet, they will lose their privilege. Teachers should model appropriate behavior and help enforce these Network Use Rules. Before posting any picture of a student to a web site, teachers must obtain a written letter of authorization to do so by a parent or guardian; a separate letter is needed for each picture.

Consequences of Inappropriate Use

The consequences of inappropriate Network use will depend on what that inappropriate use is. If the inappropriate use is a violation of this policy, the school will remove the users’ Internet privilege for ;

- *1st Offense 30 School Days*
- *2nd Offense 90 School Days*
- *3rd Offense 180 School Days*

Each of the above covers school days, not weekends and days will be carried over from one school year to the next school year. Days during holidays are not included. If there is a violation, a letter outlining the violation will be sent to the parents or guardian by the building principal. All penalties are from the time of the violation. At that time it is expected that the student and the parent/guardian will discuss the appropriate use of the Internet and school resources with the student. Any stolen material will be confiscated or destroyed.

If the violation involves the violation of civil or criminal law; local, state, or federal law, the student’s violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or email, is the responsibility of the student and the student’s parent or guardian.

Vandalism

Any physical vandalism of any network hardware, software, printers, computers, keyboards, etc. will be considered a violation of these network use rules with the same resulting consequences of lost network use privileges.

User Email Accounts

The Corning Community School District will grant an e-mail account to each of its staff members and also students enrolled in online classes provided by the Corning Community School District. This account is owned by the district and can be removed at any time. Students are to use this e-mail account when doing schoolwork and will be the only e-mail account used while at school. The account can be used from home. The account is good only for the duration of the school year and may be terminated as of the last day of school each year. Seniors and other users leaving the district will have their accounts disabled as of their final day of school. Users are responsible for their password and their account. At no time should one user give their password to another user. This will be considered a violation of the Internet User Policy. Users are not to use or allow others to use their e-mail account; to do so constitutes a violation of the Network User Policy. These e-mail accounts will be checked by the Corning Community School District. Any inappropriate use can result in the loss of the account as specified in the user policy consequences. Inappropriate use will be determined by the school district but could include, but is not limited to the items listed above. If there are messages you wish to save, save them in the appropriate manner. E-mail accounts are not to be considered private.

Enforcement

The District Technology Director is authorized to monitor the use of all district wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws.

NO CHILD LEFT BEHIND PARENT NOTIFICATION

Parents/Guardians in the Corning Community School District have the right to learn about the following qualifications of their child's teacher: State licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and the baccalaureate/graduate certification degree. You may also request the qualifications of an instructional paraprofessional who serves your child in a Title I program.

Parent/Guardians may request this information from the Office of the Superintendent by calling 641-322-4242 or by sending a letter of request to Mr. Mike Wells, Superintendent, 904 8th Street, Corning, Iowa 50841.

SECTION 504

Section 504 is a federal civil rights statute enacted to ensure Non-Discrimination against persons with disabilities. The law states that, "No otherwise qualified individual ... shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by any program or activity receiving federal financial assistance.

Many children have impairments that do not limit major life activities, however for those who do, they may be considered eligible under the definition of Section 504 if the child:

- Has a mental or physical impairment which substantially limits one or more major life activities.
- Has a record of such an impairment.
- Is regarded as having an impairment.

Questions concerning Section 504 can be directed to the school's 504 coordinator. (High School Principal)

SCHOOL VISITORS

All school visitors must check into the office upon arrival. Any person wishing to visit a classroom must be cleared through the administrative office.

Students wishing to bring a friend/relative/visitor to CHS/CMS must first have it cleared with the office at least one day in advance. These visitors may eat lunch with the students however to visit a classroom, they must have it cleared with the office and the student's teacher(s).