

2023-2024 7-12 Building Student Handbook Updates

Yellow highlights = updates

Classroom Procedures:

Keep classrooms clean. Put all waste in the proper disposal area. Do not write on desks, books, walls, or persons. To promote appropriate classroom behavior and respect, students are expected to raise their hands to speak so that the teacher can listen to student thoughts in a productive and inclusive manner. Being disrespectful to teachers by talking back or interrupting will not be tolerated.

Restroom usage and filling water bottles should be done before entering the classroom. If a student needs to be late to a class, they should notify the teacher. The teacher will determine if it is excused. Otherwise, a tardy may be given. Students will be expected to use E-Hall Pass when leaving the classroom.

Students should attend class with all the necessary materials needed for that class.

Avoid rushing out of the classrooms to prevent safety issues. The teacher will dismiss the class – not the bell.

Personal Electronic Devices: Cell Phones/Earbuds/Headphones:

It is important for students to learn when to use their personal electronic devices and when not to. Students will be allowed to use personal devices between classes and during lunch break. Student electronic devices are not to be utilized during class time or from the beginning bell to the dismissal bell for the period.

Personal Device Intervention Procedures:

1st Offense – Verbal Warning to the student is given by the instructor or administration. The student will be asked to put the personal device away.

2nd Offense – The teacher/instructor or administration will confiscate the electronic personal device. The parent/caregiver will be notified via phone call and the student will be allowed to pick it up from the administration at the end of the day.

3rd Offense – The teacher/instructor or administration will confiscate the electronic personal device. The parent/caregiver will be notified via phone call and the student will serve a 1-hour detention in the High School Office. The parent/caregiver will be asked to pick up the device.

4th Offense – The personal electronic device will be confiscated and turned into the High School Principal. There will be a parent/caregiver meeting regarding the student turning in the device at the beginning of the school day and returning at the end of the school day. Parents/Caregivers will also have the option of not letting the student bring the device to school.

Students may use personal electronic devices in the classroom environment as determined by the teacher/instructor through administration approval. Students taking/making calls/texts during class/instructional time will not be permitted.

Students will not be permitted to use their cell phones or any other electronic device while in the High School Office due to student privacy concerns unless authorized by the High School Administration.

Dance Regulations: (9th-12th Grade Students)

All school-sponsored dances will be approved by the building principal. Once a student or group leaves the dance, they will not be allowed back into the building. Out of district students that wish to attend, must come with a current Clarinda student and be pre-approved by Administration at least 48 hours in advance of the date of the event. A guest sign-up sheet will be posted in the office two weeks prior to the dance. Student's guests must be under 21 years of age but no younger than 9th grade from Clarinda or any other school.

Dance Regulations: (7th-8th Grade Students)

All school-sponsored dances will be approved by the building principal. Once a student or group leaves the dance, they will not be allowed back into the building. Out of district students that wish to attend, must come with a current Clarinda 7th/8th grade student and be pre-approved by Administration at least 48 hours in advance of the date of the event. A guest sign-up sheet will be posted in the office two weeks prior to the dance. Student's guests must be a current 7th/8th grader at Clarinda or any other school but no younger than 7th grade from Clarinda or any other school. No exceptions will be made.

Cars/Motorcycles/Mopeds:

Driving a motor vehicle to and from school is a privilege - not a right. Permission to drive to and from school can be removed by poor driving habits in and around the schools, as reported by school staff, students and/or patrons.

In order to ensure maximum student and vehicle safety and to prevent complaints concerning student driving, several regulations need to be observed.

1. Students are to park in the student parking lot on the north end of the building in student designated spaces/areas. If students are parking in non-designated areas, they will be asked to move the vehicle or it may be towed.
2. Vehicles are never to pass a parked bus loading or unloading.
3. Vehicles should not block or interfere with the passage of other vehicles.
4. Students are not to be in the parking lot during the school day without special permission from school administration.
5. Students are not to loiter in their vehicles upon arrival to or prior to departing from the school parking lot.
6. Parking in the fire lane is prohibited at all times.
7. The front drive is for buses only at loading or unloading time. Vehicles must use the northeast entrance/exit during this time. No student vehicle traffic is permitted in the front parking lot while buses are loading and unloading.
8. Use a low rate of speed when buses are in and around the loading/unloading areas of the attendance centers, as many students are changing buses for different destinations.
9. If students need to attend to their vehicles for any reason, then they should be escorted by CCSO staff.

If students are in violation of the responsibilities of safe driving, students may lose their driving and/or parking privilege on school property for an amount of time as deemed by building administration. Law enforcement may be called upon as needed.

Open/Off Campus Guidelines:

Students do not have a right to Open/Off Campus; it is an option provided to those juniors and seniors who have demonstrated a high level of maturity and responsibilities of a less structured school environment. Students on Open Campus are required to be in attendance during the times that their classes are in session and for scheduled assembly programs. It is very important that students on Open Campus are in school for their classes. The Open Campus option is awarded to students who have earned a GPA of 2.60 for the previous grading period and received passing grades in all courses and satisfactory progress of, including but not limited to, college classes, advanced placement courses, online options, etc.

Juniors/Seniors who have earned Open Campus and Gold Status (Academic Intervention Cycle) may be excused from school during academic intervention time at the end of the day. Parents/Caregivers may request that their student/s stay on campus during this time. Parents/Caregivers must contact the High School Office if they have this request.

Cheating Or Plagiarism:

Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process. Cheating/Plagiarism includes using Artificial Intelligence (AI)/Chat GPT, copying someone else's work (from any source) and presenting it as your own, using someone else's ideas or concepts and representing them as one's original thoughts or ideas, allowing someone to copy your work, or the use of crib notes. Individuals found to be cheating may be subject to a zero on the assignment and discipline assigned by the teacher with building administration support.

Teachers may use any plagiarism detection software as needed for student assignments.

College Visitations and Job Interviews:

Juniors and Seniors may take college visits or job interviews as excused absences if approved by the High School Administration prior to the event. These visits may only consist of 3 total visits/interviews per school year unless otherwise approved by the High School Administration.

Parent permission will be needed. Visitations for colleges must be made through the counseling office.

Emergency Exits and Doors

Students are to use these only as an emergency exit. If students use these inappropriately, then they will be subject to disciplinary actions by the High School Administration.

