

CAM Middle School



Parent-Student Handbook 2022-2023

Mission of the CAM Community School District

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

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DISTRICT SCHOOL YEAR CALENDAR

CAM 2022-2023 School Calendar – Final Draft

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester91/555.5
 Second Semester89/538.5
TOTAL DAYS/HRS 180/1094

CALENDAR LEGEND

- Begin/End
- Quarter
- Holidays
- Vacation Days

Does not include Professional Development days/hours.

HOLIDAYS:

- Labor Day (9/5)
- Thanksgiving Day (11/24)
- New Year's Day (1/1)
- Martin Luther King Jr. Day (1/16)
- President's Day (2/20)
- Memorial Day (5/29)

Days in Classroom 178
 Conferences 2
 Professional Dev. 6
 Paid Holidays 4
 Teacher Contract Days 190

- Every Wednesday will be a 2 hour early out for staff professional development. Starting August 31, 2022.

- Make up days will be added to the of the school year.

August 2022					Student Days/Hours	
M	T	W	Th	F		
15	16	17	18	19		
22	23	24	25	26	4	24
29	30	31			7	41.5
September 2022						
			1	2	9	54.5
5	6	7	8	9	13	78.5
12	13	14	15	16	18	109
19	20	21	22	23	23	139.5
26	27	28	29	30	28	170
October 2022						
3	4	5	6	7	33	200.5
10	11	12	13	14	38	231
17	18	19	20	21	43	261.5
24	25	26	27	28	48	292
31						298.5
November 2022						
	1	2	3	4	53	322.5
7	8	9	10	11	58	353
14	15	16	17	18	63	383.5
21	22	23	24	25	65	396.5
28	29	30			68	414
December 2022						
			1	2	70	427
5	6	7	8	9	75	457.5
12	13	14	15	16	80	488
19	20	21	22	23	82	501
26	27	28	29	30		
January 2023						
2	3	4	5	6	86	525
9	10	11	12	13	91	555.5
16	17	18	19	20	4	24
23	24	25	26	27	9	54.5
30	31				11	67.5
February 2023						
		1	2	3	14	85
6	7	8	9	10	19	115.5
13	14	15	16	17	24	146
20	21	22	23	24	28	170
27	28				30	183
March 2023						
		1	2	3	33	200.5
6	7	8	9	10	38	231
13	14	15	16	17	43	261.5
20	21	22	23	24	48	292
27	28	29	30	31	53	322.5
April 2023						
3	4	5	6	7	57	346.5
10	11	12	13	14	61	370.5
17	18	19	20	21	66	401
24	25	26	27	28	71	431.5
May 2023						
1	2	3	4	5	76	462
8	9	10	11	12	81	492.5
15	16	17	18	19	86	523
22	23	24	25	26	89	538.5
29	30	31				
June 2023						
			1	2		
5	6	7	8	9		

180 Days/1080 Hours Calendar

Aug. 16 New Teacher PD
 Aug. 17, 18 & 22 Staff Inservice

Aug. 23 Begin 1st Semester
 Aug. 23 1 hr. Early Out
 Aug. 24 1 hr. Early Out

Sept. 5 Labor Day (No School)

Oct. 21 End of 1st Qtr (43 days/261.5 hrs)

Oct. 27 P-T Conf. 1:00-9:00 p.m. 4 hr. Early Out
 Oct. 28 – No School P-T Conference

Nov. 23-25 Thanksgiving Holiday (No School)

Dec. 21-Jan.2 Winter Break (No School)

Jan. 13 End of 1st Semester(91 days/555.5 hrs.)

Jan. 16 Staff Inservice (No School)

Feb. 20 Staff Inservice (No School)

Mar. 17 End 3rd Qtr. (43days/261.5 hrs.)

Mar. 23 P-T Conf. 1:00-9:00 p.m. 4 hr. Early Out
 Mar. 24– No School P-T Conference

Apr. 7-10 Spring Break (no school)

May 21 Graduation 3:00 p.m.

May 24 4 hr. Early Out

May 24 End 2nd Semester (89 days/538.5 hrs.)

May 29 Memorial Day

CAM MIDDLE SCHOOL STAFF

Administration:

Mr. Paul Croghan	Superintendent
Mr. Larry Hunt	Principal

Teaching Staff:

Mrs. Sarah Becker	Language Arts/Reading
Mrs. Kendra Carlson	Special Education, Student Council
Mr. Ian Hunt	Social Studies, Coach, TLC Teacher leader
Mrs. Theresa Taylor	Science
Mr. Drew Ticknor	Physical Education, At-Risk
Mrs. Zeli Rasmussen	Family & Consumer Science
Ms. Morgan Steere	Math, Student Council
Mr. Roger Van Donselaar	Vocal/Band
Mr. Adam Warntjes	Industrial Arts, Coach
Mr. John Weller	Art
Mrs. Haley Wollum	Instructional Coach

Support Staff:

Mrs. Brittany Honeck	Administrative Secretary
Mrs. Beth Rondeau	Guidance
Mrs. Bridget Clayton	Cook
Mrs. Patricia Grieshaber	Cook
Mrs. Julie Williams	Custodian
Mrs. Cherylene Jakob	Custodian
Mr. Nick Thompson	Building and Grounds
Mr. Joel Klobnak	Technology Coordinator
Mrs. Bobbi Bower	Nurse
Mrs. Alex McCunn	Library
Ms. Chelsey Vais	Special Education Associate
Ms. April Maeder	Special Education Associate
Mrs. Jen Lung	Special Education Associate
Mrs. Stacey Platt	Special Education Associate
Ms. Lindsay Pruitt	Special Education Associate

MISSION OF THE CAM COMMUNITY SCHOOL DISTRICT

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be life-long learners and responsible citizens in an ever-changing society.”

CAM STUDENT LEARNING GOALS

1. Each student of the CAM Community School District will demonstrate improved proficiency in reading comprehension.
2. Students of the CAM Community School District will demonstrate skills in science necessary to enter into an individual student’s career pathway.
3. Each student of the CAM Community School District will develop skills necessary to be a respectful, responsible, contributing citizen of his or her community.
4. Each student of the CAM Community School District will become more proficient in 21st Century Skills necessary for success in his or her tomorrow’s world.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be said in the classroom, facing a classroom flag, each day. Students have the option to participate or not participate in the saying of the Pledge of Allegiance each day.

CUMULATIVE RECORDS

Cumulative records may be maintained separate from permanent records in the office.

ISASP- Iowa Statewide Assessment Of Student Progress

Iowa Statewide Assessments are given during the Spring Semester to grades 6-8. Students will be given notice of the exact dates. For best results, students should get plenty of sleep, eat properly, and be encouraged to do their best

CAM MIDDLE SCHOOL BELL SCHEDULE

M-T-Th-F

Homeroom- 8:30-8:40

Period 1 8:43-9:23

Period 2 9:26-10:06

Period 3 10:09-10:49

Period 4 10:52-11:52

Period 5 11:55-12:35

Period 6 12:38-1:18

Period 7 1:21-2:01

Period 8 2:04-2:44

Period 9 2:47-3:27

Lunches

First Lunch 10:52-11:12

Second Lunch 11:32-11:52

Third Lunch 12:10-12:30

Wednesday (1 hour early out)

Homeroom- 8:30-8:40

Period 1 8:43-9:23

Period 2 9:26-10:06

Period 3 10:09-10:49

Period 4 10:52-11:52

Period 5 11:55-12:25

Period 6 12:28-12:57

Period 7 1:00-1:29

Period 8 1:32-2:00

Period 9 2:03-2:30

Lunches

First Lunch 10:52-11:12

Second Lunch 11:32-11:52

Third Lunch 12:10-12:30

GRADING SYSTEM

Letter grades are given at the close of each quarter of schoolwork and averaged at semester. Eligibility is figured at mid-term, the end of each quarter and the end of the grading period. Grades used by teachers have the following values:

100-96=A	95-92=A-	91-89=B+
88-86=B	85-83=B-	82-79=C+
78-75=C	74-73=C-	72-70=D+
69-67=D	66-65=D-	64 or below=F

a. Numerical equivalents of letter grades:

A.....	4.0	B-.....	2.67	D+.....	1.33
A-.....	3.67	C+.....	2.33	D.....	1.0
B+.....	3.33	C.....	2.00	D-.....	0.67
B.....	3.0	C-.....	1.67	F.....	0.0

- b. Incomplete grades: One week is allowed to make up an incomplete grade at the end of a quarter or mid-term. (Exceptions may be made for long-term illness.) This time is given from the end of the grading period. After one week's time, the grade is recorded as an F. Teachers are responsible for notifying students with an incomplete grade and letting them know what they need to finish prior to the due date and the week expires.
- c. Mid-term deficiency reports: Halfway through the quarter or nine-week grading period, reports are sent to the parents of students who are failing or in danger of failing. These serve to inform a parent or guardian of the student's unsatisfactory work. They are asked to discuss the student's work with him/her and find where the difficulty lies and seek a conference with his/her teacher or counselor. These reports may be sent at other times as the teacher deems necessary.
- d. Teachers may also send progress reports to those students who are doing good work.

MINIMUM ACADEMIC REQUIREMENTS FOR GRADUATION FROM CAM HIGH SCHOOL

English:

English 9	2 - Semesters
English 10	2 - Semesters
English 11**	2 - Semesters**
English Electives	2 - Semesters

**Comp I & II may be substituted for English 11

Physical Education:

Modern Health Ed or Health & Fitness	1 - Semester
Physical Education	Each semester enrolled in school**

****Can waive PE for participation in athletics one semester per year and/or one semester in four years if not participating in athletics.**

Social Sciences:

Cultural Geography	2 - Semesters
American History	2 - Semesters
American Government	1 - Semester
Electives	1 - Semester

Miscellaneous:

Fine Arts (Art,Band,Vocal)	1 - Semester
Practical Arts (Ag,IA,Ind Tech,CTE or other)	1 - Semester
(Other - photography, Multimedia, any tech class, by approval)	
Computer Science	1 - Semester

Mathematics:

Mathematics	6 - Semesters with successful completion of Algebra 1
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Financial Literacy

Financial Literacy	
** ECON or Consumer Math, <u>Full year</u> of Intro to Bus. 2 Semesters	
Consumer Math, ECON and Intro to Business are no longer offered.	

Science Class of 2022

PS - (Chem)	2 - Semesters
Biology I & II	2 - Semesters
General Science	1 - Semester
Science Elective	1 - Semester
or- Chemistry, Physics, A&P	2 - Semesters

Science Class of 2023 and beyond (State mandated)

General Science & Bio I	2 - Semesters (freshmen)
Bio II & PS - (Motion)	2 - Semesters (sophomore)
<i>Env. Sci & PS - (Chem)</i>	<i>2 - Semesters (Junior Option 1)</i>
OR Chem I & Env. Sci.	3 - Semesters (Junior Option 2)

Total Credits required for graduation: 56

HONOR ROLL & PRINCIPAL'S LIST

Honor rolls will be announced for the middle school at the end of each nine-week period for the purpose of recognizing outstanding student work. To qualify for the honor roll, students must earn a 3.2 grade average or higher on all work attempted. A principal's list of students earning a 3.65 will be published at the end of each nine-week period for the purpose of recognizing outstanding student work and qualification to the Middle School Student Lounge.

PHYSICAL EDUCATION

Every student is required by law to participate in physical education unless excused by a doctor for medical reasons. If for some reason a student has permission from a doctor not to take P.E., this student would have to take an extra subject.

All students should wear appropriate physical education clothing. P.E. clothes will include shorts, shirt and socks. Gym shoes worn to school often have rocks embedded in the soles, which would mar the gym floor.

SEMESTER TESTS

Semester tests may be administered in classes and may take any form, but will be approved by the Principal.

SPECIAL EDUCATION STUDENT RECORDS

The CAM Schools maintain confidential special education records for all students who receive special education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building to which the student is attending.

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 the student's educational career. These records include the Cumulative Record folder, the I.E.P. folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of two locations: student's room or main office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over.

Parents will be informed when personally identifiable 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 CAM High School will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

504 PLAN

Students who are eligible or believe they are eligible for a 504 Plan should contact the building principal. Parents or teachers may also request a 504 Plan by contacting the building principal.

WITHDRAWAL AND TRANSFER

Students who wish to withdraw or transfer from school must come into the school with their parents or guardians and fill out a written release form or have some personal contact with the secondary office. The principal will desire a conference with the student and parent(s). Before leaving the school, the student will need to return all assigned books and school property, pay necessary fees, and leave the school with information where to forward necessary information.

COUNSELING

The counseling program is one facet of the school which is uniquely individual as the counselor usually works with one student at a time. The basic principle is to give each student whatever help he/she needs to achieve success and happiness; its function is to help each person become all that he/she is capable of becoming. The counselor works with students in the following areas:

- a. Orientation: The counselor will help all students become acquainted with the school, the staff, the curriculum, and other school activities. Registration for classes will be done primarily through the counseling office.
- b. Individual Inventory: A cumulative record is maintained for each student, including health records, academic records, test results, course plan sheets, and other pertinent data. This information is applied to teaching and counseling.
- c. Educational and Occupational Information: Through guidance each student has access to information on a variety of career fields, colleges and trade schools, educational offerings, and job preparation and requirements. The counselor will also communicate college representative visitations to the school.
- d. Counseling: The counselor is also available to discuss personal problems. All conversations between student and counselor are kept strictly confidential; the counselor breaks this confidence only upon request of the student or if it is a matter of personal safety to the student or others.
- e. Follow-up: The counseling office attempts to maintain contact with former students in order to evaluate the effectiveness of the school program.
- f. MAPS: The counselor shall assist in working on the student's MAPS website that they started in Middle School. Student's utilizing the program is a state requirement in helping guide them to a career path and post-secondary options. It is a requirement to enter High School with a 4-year plan.

EDUCATIONAL EQUITY AND NON-DISCRIMINATION

It is the policy of CAM School District for the CAM High School and CAM Middle School not to discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, and creed or disability in its educational programs, activities, or employment policies as required by Title VI and VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The curriculum in the CAM schools shall be multi-racial, multi-ethnic, and non-sexist. Its aim is to reduce and eliminate stereotyping and bias on the basis of sex, race, or ethnicity. Requirements prescribed in the current issue Minimum Curriculum Requirements and Standard for Approved Schools Iowa Department of Public Instruction shall be met.

All courses in the CAM Middle School shall be offered to members of both sexes. The schedule will be developed in such a manner that there will be no way that boys or girls can be isolated into segregated classes.

GOOD CONDUCT POLICY AND DISCIPLINE

GOOD CONDUCT POLICY TITLE: Standards of Conduct for Participation in Extracurricular and Co-curricular activities.

STATEMENT OF PHILOSOPHY

It is the belief of the Board of Directors, administration, and staff of the CAM Community School District that membership and participation in extracurricular and co-curricular activities has a very positive effect in the development of constructive attitudes for future citizenship. Furthermore, it is important that the participants, before starting in the program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will participate

The extracurricular and co-curricular phase of the total educational program is one area in which leaders of youth have the opportunity to instill desirable qualities, among which may be listed principles of fairness, good sportsmanship, team work, group pride, respect for the rights and property of other individuals, respect for one's own health and physical well-being, development of leadership, self-discipline, and the values of self-sacrifice.

The CAM Community School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. Primarily, it is the responsibility of parents to assist their children in developing good habits of behavior and to teach respect for law and authority. Through cooperation and understanding between the school and the home, the ultimate goal is to develop mature and responsible individuals capable of self-discipline. This is an important goal of our educational system. Self-discipline has been defined as controlling behavior, to develop within an individual responsibility for socially appropriate conduct. The home and school are to cooperate in such a way that our young people learn to do what is sensible, appropriate, and right. Moreover, it is the policy of the school district that participation in any extracurricular activities is a privilege. Therefore, certain areas of conduct shall be considered inappropriate to accepted standards subscribed by the school district.

The following regulations for the student activities program and/or organizations have been adopted by the Board of Directors and the CAM Community School District. Each student who participates in the activities program must meet the eligibility requirements set forth by the school and will be subject to these standards of conduct. Students and parents will be notified of these minimum increases.

Student participation in school activities and organizations is considered by the board to be a privileged honor since the student represents and depicts the

character and integrity of the school and the community. For this reason, a high standard of moral and social behavior is expected.

In the event a student's conduct or actions, either in or out of school, fall short of the expected standard, such student can be suspended from participation in extracurricular activities and school organizations.

DEFINITION OF EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

An extracurricular activity is any activity that is offered by the CAM Schools to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity.

Extracurricular activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, National Honor Society, speech, debate, student government, coronation ceremonies, Prom, and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics, music, speech, and other such school activities. Extracurricular activities **do not** include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A **co-curricular** activity is one that is directly related to an academic course. This would include, but not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

SCOPE OF SCHOOL CONTROL

Areas of which disciplinary control can be exercised are as follows:

1. For Non-Participants:
 - A. While on school premises.
 - B. While in proximity of school premises or traveling to and from school. Conduct of students away from school property is subject to school discipline if it has a direct and immediate effect on the discipline or general welfare of the school or the educational process.
 - C. While in school owned/operated or approved motor vehicles.

- D. While engaged in or spectators of school sponsored related activities.
- 2. For Participants:
 - A. Participants are subject to school control and regulations regardless of time/place.

DETERMINATION OF INELIGIBILITY

His/her habits and/or conduct both in and out of school during the school year are such as to make him/her unworthy to represent the ideas, principles, and standards of CAM Schools. These ideas, principles, and standards are based upon behavior inherent in good citizenship. Breaches of these standards include: vandalism, gross disrespect, theft, malicious threats or physical attack on other persons or their property, malicious mischief, harassment/bullying, unlawful assembly, immoral acts, violation of the rules of the Board of Directors, and other violations of the criminal code. The determination of ineligibility and the period of ineligibility are the responsibility of the school principal and/or his/her designee, subject to the stipulations and procedures described in ineligibility penalties. A student is further subject to being declared ineligible for the reasons given in items #1 - #4 below:

- #1) In the event a student is convicted of a crime, or declared by the court to be a delinquent, except minor traffic violations, he/she shall be declared ineligible to participate in school sponsored activities.
- #2) If a student engages in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- #3) Repeated or serious violations of school disciplinary policy.
- #4) If a student
 - a) pleads guilty to or is found guilty
 - b) admits to the office or the law or school personnel
 - c) is seen by a coach, teacher, or other adult
 - d) is reported by a signed statement by one of the above
 - e) is placed on formal or informal probation for any of the following, he/she shall be considered ineligible:
 - 1. possession or use of any form of alcohol
 - 2. possession or use of illegal drugs
 - 3. possession or use of tobacco

Students consuming alcohol during a religious ceremony supervised by a clergyman, or possessing a controlled substance prescribed by a physician are exempted.

INELIGIBILITY PENALTIES

First Violation: The period of time a student/athlete may be withheld from extracurricular activities is **four (4) weeks and three (3) participating events****.

Second Violation: The period of time a student/athlete may be withheld from extracurricular activities is **eight (8) weeks and six (6) participating events****.

Third Violation: The period of time a student/athlete may be withheld from extracurricular activities is **twelve (12) months and all events for that twelve month period**.

Fourth Violation: Permanent suspension from all activities.

Community Service may replace up to THREE events. The Principal will approve a community service plan which will outline when the student will serve community service. Then at the conclusion, the Principal will evaluate if the plan was completed and either declare the number of events served or amend the plan, or declare the student failed to live up to the set expectations and state what, if any of the events were served. **Eight hours of community service = 1 participating event.

Activities are defined as Varsity, Junior Varsity, or another level. Events counted as missed would be at one level only, unless the student had been participating at two levels. Students will also be ineligible for other level events and extracurricular activities at this time if participating at one level only,

This penalty should start upon determination of the individual's guilt. Each penalty period arising from a breach of this "good conduct" rule will include interscholastic competition. The student/athlete withheld from competition may attend practice at the discretion of the head coach/sponsor. If the infraction occurs while the student is participating in the summer interscholastic athletic program, the procedures used during the regular school year will be followed.

Ineligibility penalties shall accumulate from school year to school year during the years the student begins ninth grade to the time he/she graduates. These same guidelines will also be applied to students in 7th and 8th grade and will accumulate only those two years. Summer activities are to be considered belonging to the normal school term just completed. If it has been determined that a student has violated another school's Good Conduct Policy, the ineligibility period will be honored if it hasn't been completed and/or their violation(s) will be recorded and used in determining the number of violations in any subsequent infraction.

If the student has been picked up and charged for, and/or pleads guilty to, and/or admits to an offense, possession or use of alcohol or drugs, he/she must report it to the principal within forty-eight (48) hours. If he/she does not report the incident

to the principal within the 48 hour period, and is later discovered through interrogation, investigation, or a matter of public record, the penalties in each violation may be DOUBLED.

PRINCIPAL'S ROLE

The principal should be the one who immediately gets involved with the student violator. He/she will inform the student of the infraction he/she is charged with, give the student the chance to respond, inform him/her of his/her options, and document the way it is being handled (how many weeks ineligible -- from when to when -- or work up the restitution contract and hours). Moreover, the principal will contact the coach, AD, and the parents on how the situation is being handled. The principal will work with the community and organizations in assisting the student to work through his/her punishment/counseling.

STUDENT APPEAL PROCEDURE

Any violation of the "good conduct policy code" of behavior will first be handled by the appropriate coach/sponsor and/or the principal. If, within 48 hours, the student feels that he/she was not treated fairly in the matter, the following appeal board and procedure shall take effect at the request of the student or his/her parent or guardian.

- a. The Middle School Principal
- b. The Middle School Athletic Director
- c. The president of the student council or in his/her absence, the next highest ranking student council officer.
- d. The coach/sponsor of the activity in which the student accused is currently participating; the coach/sponsor most directly connected with the inappropriate behavior shall be preferred.
- e. One head or assistant coach/sponsor of an activity to be selected by the accused student.

In the event of duplication of roles of any of the above people, the accused student may select another coach/sponsor to complete the five member board. The duties of this board will include the following actions:

- a. To receive and document complaints of the appropriate behavior.
- b. To schedule hearings of the activity board for the purpose of hearing evidence to discover the facts concerning the documented complaints and to receive testimony and exhibits as may be presented by the complainants and the accused.
- c. To give written notice of the time and place of the hearing to the accused and to his/her parents or guardians not less than three working days prior to the time and place of the hearing and the name(s) of the witnesses to be called on behalf of the complainant. The day which the notice is delivered to the accused shall be counted as a day prior to the hearing.
- d. To determine the degree of guilt or innocence of the accused student or students, a majority vote to prevail.

- e. The hearing shall be an open hearing except that, at the accused's request, the hearing shall be closed.
- f. The vote of the activities board as to guilt or innocence shall be an open vote.
- g. To keep a written copy of the minutes of the testimony given, to take custody and preserve the exhibits, if any, and to record the vote and the disciplinary decision made, if any, and to forward the same to the Board of Education for review.
- h. If a guilty finding or inappropriate behavior results, the suspension will begin from this time forward and shall not be less than 20 school days or 4 weeks. Suspension time will be continuous from the time it begins until it is completed.
- i. The accused shall at all stages of the hearing be entitled to be represented by legal counsel.
- j. Review by the Board of Education on the record will be automatic if the accused appeals to the Board of Education by filing a request for appeal and rehearing with the middle school principal, not later than ten days following the activities board hearing.
- k. The middle school principal will act as presiding officer at any hearing scheduled although he/she may designate another member of the activities board to serve as presiding officer in the event he/she does not choose to so serve himself/herself in any or all hearings; the presiding officer will appoint a clerk to record the tape recorded, if appropriate. The presiding officer shall take custody of and preserve any exhibits offered; this person need not be a member of the activities board if the presiding officer decides otherwise.
- l. Records shall be preserved of all procedures but will not be placed in the student's permanent record. This code will be reviewed periodically by the CAM Community School District administrators and readopted each summer for the ensuing year.

ELIGIBILITY POLICY FOR SCHOOL INFRACTIONS

The established discipline policies of the school will be enforced for all infractions occurring during school hours and at school sponsored events. For the infraction of these rules, the student will receive a suspension for the time specified in the administrative rules for that particular breach of discipline. While suspended, the student will not participate or be a spectator at any school-sponsored event.

Students are to be aware that notwithstanding the concept of double jeopardy and the legal requirements of due process, it is possible for one act to be in violation of (1) this Behavior Code, (2) Eligibility Requirements for Participation in Interscholastic Activities (School Board Policy IDFA), and (3) the State of Iowa Criminal Code. Thus, it is also possible that one given act can result in a student being suspended or punished under all three. Whether said act is acted upon by law enforcement officials, adult court or juvenile court will not be determinative of whether the school will punish the act.

BULLYING

Bullying will not be tolerated at CAM Middle School.

Definition: Bullying is when a person or persons hurts or frightens another person or persons deliberately and repeatedly **creating a power shift to the bully.**

What bullying looks like:

Words

Called stupid
Called teacher's pet
Make fun of looks
Called names
Made fun of family
Made fun of abilities
Make fun of academic ability
Make fun of being smart/dumb
Make fun of your looks
Make fun of answers in class
Laughing at the bullies actions
No compromising
Happens if teacher is not looking
Rude comments
Swearing
Arguing
Talk behind your back
Gossiping/Spreading rumors
Teasing
Verbally pestering
Emotionally hurting words
Laughing at people
Constant texting intimidating words
Angry Facebook and Internet posts
Mass texts of intimidation
Posts online of any kind that include any of the above actions

Behaviors

Pushed around
Tripped
Notes with mean things on the back
Steal things from locker
Vandalism of school
Vandalism of personal property
Pushed into lockers
Slam locker door on you
Shoving heads into lockers
Do things to your lunch
Spitting on others
Damage books not belonging to you
Break locks on lockers in hall & gym
Racial teasing
Trash gym clothes in showers
Shoving
Kicking
Hitting
Pulling hair
Flipping off
Physically hurting others
Isolating/Leaving out/Loner
Pulling hair
Beating someone up
Taking money from someone
Pulling on someone's underclothes
Sexually touching
"Bagging"
Stalking
Picking on because of a disability
Putting mean signs on person's back
Pulling hair

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee will be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means.

“Electronic” includes but is not limited to:

- communication via electronic mail
- internet-based communications
- pager service
- cell phones
- electronic text messaging or similar technologies

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation will be subject to discipline by appropriate measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Guidance Counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

CITIZENSHIP CODE

As CAM Middle School students, strive to make this school outstanding by being:

1. On time to classes;
2. Ready with your assignments;
3. Respectful of public and private property;
4. A supporter of school activities;
5. Cooperative and respectful with classmates, teachers, administration, and other staff personnel;
6. Clean and neat in appearance as well as dressed in appropriate school attire;
7. Courteous at all times to guests in our building.

DETENTION

Detention may be assigned at the teacher's discretion as punishment for classroom misconduct or other good reasons. Lunch detentions will also be issued to a student who has received his/her second unexcused tardy. Any tardy beyond that point will result in an after school detention. A one-day notice will be given before the detention is to be served. A copy of the assigned detention will be given to the office by the teacher, and it will state the reason for the detention and the time and date for detention. Attendance is required.

Failure to serve a teacher assigned or other detention may result in a parental contact and a Saturday school. Detention will be served between 3:30 – 4:00 unless other arrangements are made at the discretion of the supervising teacher/administrator.

DISCIPLINE

Definition: "School Discipline" is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

Applicability: Applies to students while on school premises, while attending school sponsored events, while on school owned and operated buses or on chartered buses while students are engaged in school sponsored activities, and while students are away from school if their conduct directly affects the good order, efficient management or welfare of the district.

Expected Behavior: Students are expected to conduct themselves in keeping with their levels of maturity at all times. Students should govern their actions taking into account the rights and welfare of all students and respect for authority vested in school personnel and regard for public property.

Breach of Discipline. Any conduct of a student which interferes with the maintenance of school discipline shall be considered a breach of discipline.

Breach of discipline includes but not limited to the following:

- a. The use or possession of tobacco or any tobacco product;
- b. The use or possession of alcoholic beverages;
- c. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- e. The distribution of, transmittal of, or sale of any tobacco product, alcoholic beverage, or controlled substance to other persons;
- f. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others;
- g. Refusal to conform to policies, rules, regulations, directives or requests of the district or of its officers, employees, or agents of the district when acting within the scope of their employment or duties;

- h. Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district;
- i. Extortion;
- j. Possession or use of dangerous weapons or objects;
- k. Display of racial bigotry or intolerance of any kind;
- l. Criminal or illegal behavior;
- m. Committing a theft or robbery or attempting to commit a theft or robbery;
- n. Damaging, altering, injuring, defacing, or destroying any building fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- o. Gambling;
- p. Intimidation, harassment, bullying;
- q. The use of obscene, lewd, or profane language;
- r. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic or other catastrophe knowing such report or warning to be false;
- s. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- t. Truancy: absence from school or assigned classes or activities without a reasonable excuse
- u. Trespassing on school property: entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials;
- v. Joining, becoming a member of, or soliciting other students to join, or become a member of, or taking part in forming or organizing a fraternity or society of students without prior approval of the Board of Directors;

Sanctions. Students who violate the policies, regulations, rules, or directives of the district may be subject to the following discipline sanctions:

- a. Denial of extracurricular activities or privileges.
- b. Temporary removal from class to the ROOM OF OPPORTUNITY of the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings.
- c. Probation: conditional attendance during a trial period.
- d. Detention: a requirement that a student remains after school, or comes to school early.
- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension.
- f. Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under

proper supervision where the misconduct does not warrant removal from school by expulsion.

- g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days.
- h. Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the Board of Directors.
- i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time.
- j. Referral to other agencies.
- K. Saturday School

STUDENT APPEALS (District Policies)

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two (2) days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two (2) school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within two (2) days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within two (2) days of the superintendent's response. The board determines whether it will address the complaint.

VANDALISM

Special provisions relating to damage to school property: In the event a student violates any district rule regarding damage to school property, the student shall compensate the district for such damage. The student may also be disciplined by any other means set forth, depending upon the severity of the damage, the circumstances of the incident, and the prior history of the student. Vandalism is defined as "damaging, altering, injuring, defacing, or destroying any building, fixture, piece of equipment or item which includes writing, drawing, or making marks on walls, furniture, and fixtures."

CONSEQUENCES FOR MAJOR OFFENSES OF DISCIPLINE POLICY

Offense	1st Offense	2nd Offense	3rd Offense
Disruptive Behavior	Detention (30 min.)	Detention (Doubled)	Suspension (1 day ISS)
Harassment (founded)	Suspension (2 days)	Suspension (3 days)	Refer to Supt. (Parent Conf)
Truancy	5 Absences (Parent Contacted)	10 Absences (Parent Contacted)	15 Absences (County Att.)
Fighting (Good Conduct Applies)	ISS (3 days) Parent Contact	OSS (5 days) Parent Conf	Suspension (10 days) refer to Supt.
Possession/Use Of Tobacco (Good Conduct also applies)	ISS (2 days) <u>Police called if on school grounds in all cases</u>	ISS (5 days)	OSS Suspension and refer to Supt.
Possession/Use Of Alcohol (Good Conduct)	ISS (2 days) <u>Police called if on school grounds in all cases</u>	ISS (5 days)	OSS Suspension and refer to Supt.
Possession/ Use Of Drugs (Good Conduct)	Long term suspension or expulsion Authorities will be called <u>Police called if on school grounds in all cases</u>		
Vandalism/Theft (repair or replace) (Good Conduct)	ISS (2 days)	ISS (5 days)	Refer to Supt. Expulsion
Disrespect of Faculty/Student	Detention (60 min.)	ISS (2 days) Parent Conf.	ISS (5 days) Parent Conf.
Blatant Disrespect/ Threat/profanity Toward staff	In School Suspension (3 days)	Out of School (3 days) Parent Conf.	Refer to Supt.
Cheating	Zero Given Parent Contact	Zero Given Parent Conf.	Removal From class
Internet Misuse (Subject to Technology Use policy)	Student Conference Administration	No Internet Priv (1 Semester)	No Internet (1 School Year)

CAM DISCIPLINE POLICY – What each level looks like

Level 1: Productive Personal

Environment

- Coming to class prepared
- Sleeping in class
- Not working on intended curriculum
- Refusal to work
- Gum/candy/sunflower seeds
- Habitual tardiness
- Texting
- Game playing
- On personal websites

Level 2: Teacher/Counselor

- Failure to follow a reasonable request of a teacher
- Talking without permission
- Disrupting class
- Out of seat without permission
- Using equipment improperly
- Writing/passing notes
- Put downs/disrespect to students
- Possession of electronic device
- Repeated violations of rules or standards
- Other _____

LEVEL 3: ORDERLY ENVIRONMENT

- In/on school property without permission
- Excessively tardy/absent/or truant
- Display drug association
- Soliciting unauthorized items at school
- Creating unsanitary conditions (spitballs, food, urination)
- Loitering on or around school property
- Throwing snowballs or other materials
- Disrupting school activities
- Forging notes or other information
- Disrespect to staff or students
- Harassment or bullying
- Gambling
- Cheating/dishonesty/plagiarism

LEVEL 4: SAFE ENVIRONMENT

- Use violence, force, threats, intimidation
- Sexual/ethnic harassment
- Use/possession/distribution of inappropriate literature
- Unauthorized use of technology
- Stealing/attempting to steal school/private property
- Vandalism
- Causing/attempting to cause injury
- Possession/use/distribution of alcohol, drugs, look alike drugs or drug paraphernalia
- Use/possession of tobacco products, juuls or lighters
- Public indecency
- Extortion
- Making false reports (fire alarm, bomb threat)
- Disrespect/defiance toward staff standards including profanity and/or threat
- Other _____
- Falsifying records
- Any activity prohibited by Iowa Statutes

Level 1 – Minor Referral

Level 2 & 3 – Minor or Major Referral

Level 4 - Major Referral

CAM DISCIPLINE POLICY

What options to be considered at each level/consequences (Previous levels in play for all levels)

Level 1: Teacher

- * Looking in the vicinity of the misbehavior
- *Walking toward the area of misbehavior
- *Conference with the student **during seminar, after class**
- *Written communication/**email** with parents
- *Change seating assignment
- *Behavior contract in team or with teacher
- * **Reteaching of expected behavior**
- *Telephone call to parent by teacher
- * **Written referral in JMC**

Level 2: Teacher/Counselor/At-risk teacher/PBIS team

- **Referral to the Counselor & PBIS team*
- *Conference with the student
- *Meeting with parents/students
- *Change schedule within the team
- ***Check-in-check out or Check-n-Connect referral**
- * **SIAG assignment**
- ***Detention (3 minor referrals)**
- ***Saturday School (each 5 minor referrals)**
- *Room of Opportunity - **Written referral in JMC**

Level 3: Teacher/Counselor/At-risk teacher/PBIS team

- **Referral to the Counselor & PBIS team*
- *Detention - **Saturday School**
- ***Check-in-check out or Check-n-Connect referral**
- ***SIAG assignment**
- *Conference with student
- *Parent/guardian contact – meeting with **Tier II** team and students
- *Room of Opportunity - **Written referral in JMC**
- *In-school suspension

Level 4: Administrator & PBIS team

- *Modify schedule/reassignment
- *Out of class suspension
- *Alternative education placement
- *Out of school (homebound)
- *Short-term suspension (1-5 days)
- *Long term suspension (6-10 days)
- *Expulsion for the remainder of the semester
- *Expulsion for the remainder of the calendar year

ACTIVITIES AT CAM MIDDLE SCHOOL

CHURCH NIGHT

In cooperation with the churches of the CAM school districts, to assist in facilitating their youth oriented activities, except for unusual circumstances, the merit of which shall be determined by the building principal, it shall be the policy of the CAM school districts to refrain from sponsorship of activities on Wednesday evenings requiring student attendance and participation.

ACADEMIC ELIGIBILITY

The Iowa Department of Education and all state activities associations have enacted eligibility guidelines that are different from **CAM Middle School's established rules (See eligibility D)**. Though academically tougher, CAM's rules are different and still in effect. Here's a summary of the combined policies, punishments and when they will be applied.

Period	Standard	Penalty if Ineligible
Mid-term (CAM)	no Fs	2 week Ineligibility. Not passing after 2 weeks, ineligible till quarter.
Quarter (CAM)	no Fs	2 week Ineligibility. Not passing after 2 weeks, ineligible till quarter.
Semester (State)	no Fs	<i>Ineligible for the first period of 30 <u>calendar days</u> in the interscholastic athletic event. Receives credit in four subjects.</i>

PRACTICING WHEN INELIGIBLE

Philosophy: The philosophy of CAM Schools is we want to support a student that becomes ineligible, and if possible keep them involved with their activities and the positive influences of their coaches/sponsors and the other students.

Student's responsibility: It is the student's responsibility to communicate with teachers, the At-Risk Coordinator, the Principal or an appointed staff member. If he/she does not communicate consistently or is not following the terms of their practice agreement, they will be pulled from practice back to study table even if they are passing all of their classes.

ELIGIBILITY (All Cases)

A student will be declared athletically ineligible if:

- A. He/she does not have a physician's certificate of fitness issued this school year or if he/she is twenty years of age or older. Moreover, students must present an insurance waiver form if the student is not covered by the student insurance, families are encouraged to inquire in the school office. A consent form which contains the above information shall be signed by both the student and his/her parents or guardian prior to the beginning of the first sports in which the student plans to participate. Student athletes shall not be allowed to practice until a signed consent form is on file at the school.
- B. He/she was out-of-school last semester or if he/she entered school this semester later than the second week of school.
- C. He/she *FAILED ONE* or more classes at CAM or another district, at the end of the mid-term and/or nine-week grading period. At the end of a student's eighth grade year, he/she is allowed to 'clean the slate' and become eligible into their freshman year. Special education students will be judged by progress towards the goals as stated on their I.E.P. Satisfactory progress must be evident. The definitions for extracurricular and co-curricular will be the same as those defined in the Good Conduct Policy. A "Withdrawal (W)" is considered as an "F" and an "Incomplete (I)" is treated as an "F" and all work must be completed within two weeks. You must be passing all coursework for which credit is given, which is at the Semester, to be eligible by State eligibility standards.
- D. He/she has competed on an outside team as a team or as an individual while out for a sport during that sport season without the previous written consent of his/her superintendent.
- E. Violates the "Good Conduct Rule" and is until they meet the time penalty as established by the "Good Conduct Rule" or has done something in another school district that violates their version of the good conduct rule OR our version of the good conduct rule.

SCHOOL ATTENDANCE

Students who are scheduled to participate in a public performance or interscholastic activity on any day that the junior and senior high schools are in session, are required to attend scheduled classes, and activities for half a day (four full periods) immediately preceding the performance, practice, or activity. Highly unusual exceptions may be granted to this rule at the discretion of the principal or his/her designee if arrangements are made in advance.

TRANSPORTATION TO ACTIVITIES & FIELD TRIPS

Whenever CAM Schools provides transportation for any school sponsored event of any kind, all participants in the event must travel by way of the school transportation or with a parent. No student will be allowed to drive to or from any school sponsored event in which he/she wishes to participate nor may any student ride with a student friend or friend's parent. Exceptions will be allowed only on principal approval. Sign out sheets after events shall be provided by the activity sponsor.

CRITERIA FOR ACTIVITY PARTICIPATION

The purpose of this document would be to provide a visible guideline for students, sponsors, coaches and administrators so that students are not put in a position of conflict or choice when multiple events occur at the same time throughout the year. In considering such a policy the following items would fall under the "expected" category:

1. All arrangements should be worked out among coaches, directors and sponsors so that no student is put in the position of having to choose an activity to participate in on any given date.
2. No punishment or penalty of any kind should be directed to a student for missing an activity due to another school activity's conflict, especially if the decision is being made for them.
3. It is the obligation of all sponsors to be aware of potential conflicts and to make necessary arrangements well in advance when possible or even adjust the schedule to accommodate the student's participation.
4. The calendar will be created to avoid as many conflicts as possible.

The following criteria should provide a guideline in dealing with multiple event nights or dates.

1. State sponsored events, such as the Iowa High School Athletic Association, Iowa Girls Athletic Union, Iowa High School Music Association and Iowa State Speech Association, take precedence over conference, invitational, local events, practices and rehearsals.
2. Rolling Valley Conference events take precedence over invitational, local events, practices and rehearsals. (The only exception is that if a conference event has been rescheduled in a conflicting nature with a previously scheduled event, students would participate in the previously scheduled event.)
3. All invitational events, such as guest appearances or honors kinds of events take precedence over local events, practices and rehearsals. Because these events tend to be one time in nature or brought up on a more inconsistent manner, it is the sponsor's duty to check with other coaches and sponsors where indeed there are conflicts to eliminate putting a student in a difficult situation.
4. All local events, concerts, and programs take precedence over practices and rehearsals.
5. Events, practices and rehearsals in conflict should be resolved by the coaches and sponsors whose students are involved. All attempts should be made to accommodate both schedules if possible. Realize that the following guidelines are an attempt to eliminate potential problems, not create them. As with most guidelines, these may be subject to change depending upon the situations that occur.

It is clearly understood that when a conflict does arise, the following procedure is expected to take place.

1. Was the schedule checked when the calendar was put together regarding conflicts? Or was the event scheduled when the calendar was put together and an event was planned?
2. Contact the coach, sponsors, etc., to resolve the conflict among the adults involved.
3. Contact the principal or athletic director with the resolution in hand.
4. Appeal to the athletic director or principal any unsatisfactory-satisfactory decisions made between the sponsors.
5. The decision of the athletic director or principal will then become final.

If you have any questions regarding these, please contact the athletic director or principal.

FUND RAISING PROJECTS

All fund raising projects must be approved by the Board through its designee (the principal/AD) prior to their beginning and preferably within the first few months of school and declared what the purpose of the project and where the funds will be spent.

SCHOOL ORGANIZATIONS

Athletics: CAM is a member of the Rolling Valley Conference. CAM's athletes have earned their share of championships in conference competition and not only have the respect of their opponents through their ability, but also the fine sportsmanship displayed by the athletes, cheerleaders, coaches, and student body.

The following athletic teams are planned for high school students this year:

Boys

8-man Football

Cross Country

Basketball

Wrestling

Track

Girls

Volleyball

Cross Country

Basketball

Wrestling

Track

FFA: The organization is open to all Vo-Ag students to provide for additional leadership, training, and recreation. Many types of activities including contests are available through FFA.

Student Council: The Student Council is perhaps the most important extracurricular activity for it is the organization directly connecting the student body with the administration. It is a group through which the student expresses his/her views. The Student Council is not an organization set up to make school policy, but to give suggestions and constructive opinions to the administration. The Student Council is a cooperative effort between the student body and the administration with the purpose of attaining for CAM Middle School constant scholastic betterment and extracurricular excellence.

Instrumental Music: During the year, the band gives concerts, participates in area functions and takes part in small group and large group contests.

Vocal Music: Throughout the year members of the vocal music groups participate in concerts.

ATTENDANCE/TARDIES

Philosophy. CAM students are expected to attend classes regularly and punctually in order to receive the maximum benefits from the school's instructional program; to develop habits of punctuality, self-discipline, and responsibility; and to assist in keeping disruption of the educational program to a minimum. Just as an employer expects an employee to be present during working hours, the Board of Education, Administration, and instructors expect students to attend school regularly. School attendance is the responsibility of the student and the parents and establishes for the students a good foundation for learning as well as developing a pattern for life. Parents are expected to contact the school by 9:00 a.m. to report a student absence.

STUDENT/PARENTAL RESPONSIBILITY

It is the duty of the parent or guardian to make sure their child or children attend school as called for by state law: from age six (6) to age sixteen (16). Once the school year begins and a student's sixteenth birthday occurs, that student must complete that school year. Once a student misses 15 days the county attorney may be notified.

It is the responsibility of the parents or guardians to telephone the CAM Schools office on or before the day of an absence, if known ahead of time.

- a. **Excused Absences.** Students who miss a school day or a portion of a day for any of the following reasons shall be considered to have an excused absence, provided that the student, upon returning to school, submits to the building principal or his/her designee a note from home, signed by the parent or guardian, or a doctor's or dentist's written statement, stating the reasons for absence from school.
1. Illness or injury of the student;
 2. Death or serious illness in student's family;
 3. Medical, dental, or optical appointments that cannot be made after school or on weekends;
 4. Family vacation, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;
 5. Work for parents or employer in cases of emergency only (up to 5 days a year could be excused by the administration);
 6. Other verified emergency;
 7. School-sponsored trips and activities or any other reason which can be justified from an educational standpoint, provided prior approval was obtained from the principal or his/her designee and arrangements were made in advance of the absence to make up all work missed;

8. To attend religious services or to receive religious instruction, provided advance notice was given to the building principal or his/her designee; or
9. Suspension or removal from class.
10. Court dates
12. Other unavoidable absences due to legal or school reasons.

Unexcused Absence. If a student misses a school day, or a portion of a school day, for any reason, which is not specified in Board Policy, or if a student does not provide written verification of an excused absence as required in Board Policy, the absence shall be considered to be an unexcused absence in each class missed. Any student leaving the school during the school day without permission from the office shall also be considered to have an unexcused absence. ***Three unexcused tardies to the same class will be considered an unexcused absence.***

Appeals of Unexcused Absences. In the event that a student and his/her parent or guardian disagree with the classification of an absence as "excused" or "unexcused", or disagree with an action taken pursuant to this policy, the student or his/her parent or guardian should contact the teacher or building principal for clarification. In the event this does not resolve the matter, the student or his/her parent or guardian must file a written request for review of the decision with the principal within five (5) school days of the disputed action, stating the reasons for the requested review. At a mutually agreeable time, the building principal or his/her designee shall meet with the student and/or his/her parent or guardian and any teacher involved in the matter. The principal shall respond in writing within five (5) school days of the meeting. In the event this does not resolve the matter, the student or his/her parent or guardian or the teacher shall file a written request for review of the decision with the superintendent of schools within seven (7) days of the mailing or personal delivery of the principal's response. At a mutually agreeable time, the superintendent or his/her designee shall meet the student and/or his/her parent or guardian and/or the teacher involved in the matter. The superintendent shall respond in writing within five (5) school days of the meeting.

Attendance Review and Reporting to the State: By law we are required to consider reporting to the Cass County Attorney any student who misses 15 days. That means unless the student is on a Field Trip or Suspended, all other excused and unexcused absences will be considered when evaluating whether or not the Cass County Attorney is contacted.

The process will be implemented as follows.

- 1) Field Trips or Suspensions will not be counted as Absences.
- 2) At 5 and 8 absences a letter/email will go out to parents making them aware of the situation.
- 3) At 10 absences parents will be contacted and arrangements will be made discussing the situation and the number of absences.

- 4) At 11 absences a mediation meeting with parents, student, administration and the school counselor will be had discussing guidelines and expectations, setting up a system of checks and procedures to help manage the student's attendance. But an agreement will be made between all parties as to the attendance of the student.
- 5) After the fifteenth full day (or the set number of days) of being absent a letter may go to the Cass County Attorney notifying them that the agreement has been broken and the fifteenth day has been reached.

Truancy: Students receiving unexcused absences that are not called in by the parent are considered truant and may be subject to disciplinary action such as detention or Saturday School.

Unexcused Tardies: An unexcused tardy is defined as entering the classroom after the bell has rung and does not have a pass stating the tardy is excused. The consequence process for unexcused tardies will start over each quarter and are as followed:

- 2 unexcused tardies = lunch detention with classroom teacher
- 3+ unexcused tardies = after school detention

Make-up Work: Any student not completing work to the satisfaction of the teacher, and/or not completing work within the time limits, shall receive a failing grade for the portion of the work deemed not satisfactory or not timely. All makeup work assigned to a suspended student will be due upon reentry. Make-up work time allotment for extended illness will be handled on an individual basis. Students with unexcused absences will not be allowed to make up work.

SURVEILLANCE

The building is equipped with surveillance cameras that are on 24 hours a day, 7 days a week, recording activities in all hallways, at all doors and the gym. Each month's activity is stored on the machine. If a student has a concern about harassment in the hallways, items stolen, or anything else that happens within the camera's range we have a possibility of using the recorded data to help solve these problems. We may not have time to consider all requests, depending on the severity of the incident and/or items stolen. The more specific the time-frame, the better chance we can check for the student.

FOOD AND DRINKS

Pop is not allowed in the classrooms. Water and other "healthy" beverages are allowed in the halls/general areas and in classrooms as instructed by the teachers. Food should be consumed only in the commons area. Teacher classroom rules that are stricter than listed above are always in effect. Teachers and administrators have the right to confiscate pop and food items if necessary. Teachers may also allow items on an occasional basis. Bottles and trash should be disposed of in the proper receptacles.

CLOSED CAMPUS

A closed campus will be observed at CAM Middle School. Students must sign out and sign in each day they leave and when they return to the building during school hours.

DRIVING TO SCHOOL

Students will be permitted to drive to school. 8th grade students who meet the requirements for a school permit will be given special instructions by the Superintendent or Principal. School permits will not be issued to middle school students until the end of the year for the purpose of driving to High School practices. They are to park the vehicle in the gravel parking lot immediately upon arrival at school. Cautious driving habits are to be practiced in the vicinity of the school and parking area. This privilege may be revoked if driving habits are poor on grounds or use of a student permit is abused.

PERSONAL APPEARANCE

Students are to dress appropriately for school. What is legally permitted in public may not always be educationally acceptable at school. Students may not wear clothing with pictures, words, or slogans that are racist, derogatory, or that infer, suggest, hint, or imply an obscenity, sexual innuendo, or depict beer, tobacco, drugs, or alcohol, or brands or slogans that are associated with them. Shirts must come down far enough to meet the beltline (**no bare Midriffs**), undershirts, muscle shirts, spaghetti strap shirts, and short shorts are not allowed.

CELLPHONES

Students may bring their cell phones in the CAM Middle School, but are expected to have them off or on silent between 8:25 a.m. and 3:30 p.m. Cell phones are expected to be in lockers while students are in class. Students may check cell phones during passing time while at their lockers. Students found to have a phone during class will be instructed to bring the phone to the office for the remainder of the day. The Principal, At-Risk teacher and PBIS Committee will apply the below consequences.

CELL PHONE RULES

- 1) Students will not record, or video live without all students involved AND the teachers permission during class, or in the building anywhere. This includes applications such as SNAPCHAT, INSTAGRAM or any other web based AP or service.
- 2) Teachers may direct students to use cell phones for school purposes or notification during the class period. Students may only ask to use their cell phones only for extraordinary reasons during class time.
- 3) Students may go to the office during class to use their cell phones if necessary and approved by the supervising teacher.
- 4) Teachers may direct students to go to the office, commons or hallway to make a cell phone call so long as that call is to someone who is not in class.
- 5) If any staff member asks for a student's phone the student must quickly turn it over without argument or discussion. The teacher or staff member will not check the student's phone and notify the at-risk teacher, principal or principal's secretary that they have confiscated the phone.
- 6) **May not be used in locker rooms and bathrooms.**

DISCIPLINARY CHART FOR CELL PHONE USE

Level 1 – VISIBLE

Any staff member

- Visible during class

Consequence

Teacher

- 1) Staff members can apply classroom management techniques which includes students found to have a phone during class will be instructed to bring the phone to the office for the remainder of the day. JMC to document it as a minor cellphone violation.

Level 2 – Minor Disruption

Any staff member

- Students bring attention to themselves with their cell phone. Student is seen calling or texting or has a posture associated with texting in the classroom and has been asked to sit up and has resumed position. Any cell phone attributed activity that the teacher deems a minor disruption will result in confiscation and the student will be instructed to take the phone to the office and the violation being documented.
- Could be a live or recorded video without teacher/student approval in the building.
- Picture taking of self or with students in the locker room or bathroom not involving inappropriate activity.

Consequences Progression

Teacher, Principal & At-Risk

Cell phone is taken to the office for the remainder of the day. The situation is documented in JMC.

- a. 1st violation – students found to have a phone during class will be instructed to bring the phone to the office for the remainder of the day.
- b. 2nd & 3rd violation – Student's parent comes to get cell phone.
- c. 4th violation – Same as 2nd & 3rd. Student loses cell phone privileges for five school days and will have to check their phone in the office or demonstrate it is in their car and/or not on them. A meeting is held with parents when they come to get the phone.
- d. 5th or greater violation – Same as 4th except five more days added to privileges.

Level 3 – Major Disruption

Principal

- Student refuses to give up the phone to the teacher or the teacher's request to go to the office with the phone.
- Student uses phone to cheat or plagiarize.
- Student sends bulk text or uses phone to continually disrupt class or school activities in a non-threatening way.
- Cell phone contains information in texts or pictures that indicate Good Conduct Policy violations.
- Other disruption, the teacher handles and the At-Risk Teacher/Principal deems major.

Consequences

- ISS for two days plus 10 school day suspension of cell phone privileges.
- Meeting/call with parents and student.
- Will count towards minor cellphone violation progression.
- Good Conduct violation

Level 4 – Safe Environment

Principal & Superintendent

- Cell phone is used to:
 - i. deliver threats or intimidate.
 - ii. Harass sexually or otherwise
 - iii. Distribute inappropriate literature
 - iv. Contain inappropriate pictures
 - v. For extortion purposes
 - vi. Distribute indecent photos
 - vii. Make false reports
 - viii. Any activity prohibited by Iowa statutes.
 - ix. Take photographs in locker rooms or bathrooms of unknowing subjects or of undressed individuals (or other inappropriate subject matter).

Available Consequences:

- Out of school suspensions (short and long)
- Alternative educational placement
- Expulsions (semester or year)
- Good Conduct violation

OTHER ELECTRONIC DEVICES

iPods and other music devices or video games will be treated just like cell phones where applicable. Teachers may have additional punishments if any electronic device is used in their room.

PARENTAL MESSAGES TO STUDENTS

We would like to discourage messages to students while they are in school unless the message is important. Under no circumstances will students be called for "social" phone calls. Messages from parents will be delivered as soon as practical, if possible, and in the case of an emergency, students will be called to the phone.

PERSONAL/PHYSICAL CONTACT (PDA)

The administration and staff will not tolerate physical contact of the following kind while at school or any school activity (i.e. excessive hugging, kissing, body pressing, sitting on laps, etc.). If an infraction of this rule occurs, the reprimand will be as follows:

First offense: the teacher will talk to the students

Second offense: teacher and principal talk to the student.

Third offense: discussion of the problem with the parents involved

Fourth offense: suspension

HEALTH SERVICES

Student Personnel/Injury or Illness at School

Students who become ill or are injured at school will be given available first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to the disposal of the case (what to do next). When the parent has no telephone or cannot be reached, the ill or injured child may be transported home, to the hospital, or to a doctor's office by a member of the school staff.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.

The Board assumes no responsibility for medical treatment of students. It shall be the policy of the District that no medications shall be taken by or administered to students at school except under the following conditions:

- a. Written authorization of the parent or guardian shall be on file in the principal's office. For prescription medications, written authorization from a physician for the District to administer prescription medications shall also be on file in the principal's office. The pharmacy labeled bottle may serve in lieu of the doctor's signature.
- b. Only nurses or employees who have completed training in medication administration shall administer the medication.
- c. All medication shall be administered in the office when possible. No medication is to be kept by the students in their desks, lockers, or on their persons.
- d. Prescribed medications shall be stored in the office area in a secure place in their original containers with a detailed label or authorization form clearly showing the student's name, date prescribed, name of the medication, dosage, times for administration, expiration date, prescribing physician, any special storage or administration procedures and any anticipated reactions. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.
- e. Nonprescription medications shall also be stored in the office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the student's name, the name of the medication and the dosage. Telephone authorization will serve as permission, but must be confirmed by a written authorization within two school days. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

f. Acute cases, such as asthma, diabetes and seizures will be handled individually.

g. 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 the administration and any reactions.

INTERNET POLICY

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value or inappropriate.

Employees and students will be instructed on the acceptable use of the Internet. Should there be inappropriate accesses, Internet usage will be terminated for those involved for a definite period of time.

An acceptable use policy has been distributed and you will be required to sign at registration.

IOWA AEA ONLINE SERVICES

Through our Area Education Agency students, parents and faculty have free access to many online websites to help with school work and learning. Information on how to use the sites can be obtained online or in the high school office.

Consult the Office or the Library for available services and current logins.

LIBRARY

1. The library will be a quiet place for study, research, computer use, and reading.
2. Books from the general collection may be checked out and renewed, if necessary. Books needed for required reading in English classes may be checked out for one quarter. Research material checked out for term papers will be due on the same date as the paper. Reference materials and magazines are to be used in the library. These materials may be taken to a classroom for one class period with permission from the librarian.
3. Appropriate behavior will be expected at all times.
4. Students will need a pass to enter the library from a class.

Students with overdue materials will not be allowed to check out more library materials until the overdue materials are returned, renewed, or paid for if lost. When materials become more than two weeks overdue and the student has been notified, the student will not be allowed to use the library until the overdue materials are returned, renewed, or paid for if lost.

LOCKERS

All students in grades 6-8 have been assigned a hall locker. During the school day when lockers are not in use each student is responsible for keeping his/her locker shut. Lockers are held in joint occupancy of the student and the school with both parties possessing equal rights to access.

All desks and lockers in the school buildings are the property of the CAM Schools and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. Food items and liquids (i.e. pop, juice, etc.) are not to be in lockers or in the halls. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items contraband. Items of contraband include non prescription controlled substances (such as marijuana, cocaine, amphetamines, and barbiturates), apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances.

RELEASE OF STUDENT INFORMATION

We will follow all FERPA regulations in regards to the release of student's information.

RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Students will be held responsible financially for any willful damage, or damage as a result of "horse play", to any school or personal property. In addition, disciplinary action may be taken.

SAFETY DRILLS

Fire, lockdown (active shooter) and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills.

Fire Drills will be held during the school year. It is a continuous blast of the emergency horn. Each teacher will explain your procedures from the room when the alarm sounds. Never run, push, or crowd. Students in school fires are seldom burned, but are hurt because of panic which can ensue. Please refrain from talking when leaving and reentering the building. Classes will go to the gravel parking lot. Students are expected to cooperate when roll is taken while outside the building.

Secretary will have the list of "students out of the building" and an absence report and bring outside. Give to the Principal.

Tornado drills will also be held during the school year. The tornado alarm is short, quick blasts of the class bell. In case a tornado or other disaster is imminent, always follow the directions of the instructor. Instructions for emergency procedures for fire or tornado are posted in every room. At the sound of the tornado drill, students go to the locker rooms. Teachers will direct students to enter the Boys locker rooms. Stay in the locker room until directed to return to class (drill) or otherwise in an actual tornado.

Lockdown drills will consist of an announcement that the school is in lock down. Students outside of a classroom need to return quickly and the principal, custodian and at risk coordinator will do a hall, bathroom, locker room sweep and return students to proper classrooms. Review the requirements of lock down. No one leaves, no one enters without word from the Principal, custodian or At-Risk teacher until further notice. If an Active Shooter lockdown, use information to apply A.L.I.C.E. strategies.

(Active Shooter) - Students will not participate directly in active shooter training. Staff will be educated and run through drills (table top and direct) at least once per year.

SCHOOL CLOSINGS

If school is to be closed due to weather or mechanical problems, those announcements will be made via JMC, posted online and on stations KMA 960 Shenandoah, KJAN 1220 and KSOM 96.5 Atlantic. A JMC "All-Call" call will go out to all phones identified to receive calls, emails and/or texts at registration or otherwise for numbers that were identified as receiving "Emergency/Weather" related calls.

All extracurricular activities, events, practices, rehearsals, meetings, and competition to be held will be determined by the school administration. Compulsory attendance will not be required by any student member. Distance to be traveled, location of the event, time of the event, weather forecast, means of transportation, and numbers involved would be factors to consider when making the above decisions. As a general rule the events will not be held unless weather conditions significantly improve (or the impending severity was greatly overestimated by local weather stations) and if there is not announcement on the status of games/practices it is to be assumed THEY WILL NOT BE HELD.

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 the school premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, 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 the school premises.

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

PROTECTIVE DEVICES REQUIRED

Every student and teacher in CAM Schools who participates in any of the following courses must use required protective devices:

1. Vocational or industrial arts shops, Art, or laboratories involving experience with any of the following:
 - a. Hot molten metals.
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.
 - c. Heat treatment, tempering, or kiln firing of any metal or other machines.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemical or hot liquids or solids when risk is involved.

Every student and teacher shall wear industrial quality eye protective devices at all times while participating and while in a room or other enclosed area when others are participating in any phase or activity of such course which may subject the student or teacher to the risk or hazard of eye injury from the materials or processes used in said course. Visitors to such shops and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of the teacher or other person

supervising the students in said courses to see that the above requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participating in said course and the registration of a student for such a course may be canceled for willful flagrant or repeated failure to observe the above requirements.

Safety devices may be paid for from the general fund but the board may require students and teachers to pay for said devices and shall make them available to students and teachers at no more than the actual cost to the district.

STUDENT EXPENSES

a. Textbooks: Book fees are charged to help pay the cost of textbooks. Please take care of these books as they represent a large investment in tax dollars. Students will be required to use book covers on all hardbound books. Normally, a book should last five years. At the end of the school year, students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. Book Fines will be as follows:

Lost Book	---	Replacement cost of book
Broken Back	---	\$10.00
Damaged	---	\$10.00
Excessive Writing	---	\$.25 per page
Torn Covers	---	\$8.00
Torn Pages	---	\$.50 per page
Cover corners bent	---	\$.25

The payment of all fees and fines is part of the course requirements.

b. Activity Passes: Students and parents may buy year long activity passes to all CAM sponsored home events. These passes provide great savings to families who attend over 30% of the home activities. They are not good at other schools or for admission to state sponsored district and sub-state events held at CAM High School. You can buy season passes at the High School Office.

Student Year pass - \$65 Adult Year pass - \$130
Family Year Pass - \$240 (All include baseball/softball)
Senior Citizens 65 & Older - Single \$100, Family \$190

c. Drivers Education: Students at CAM High School will be charged \$TBA for driver's education; \$TBA if you are on reduced; and free (you must pay up front and receive the money back at the completion of the course) if you receive free lunches.

FAMILY LUNCH ACCOUNT POLICY

It is extremely important for parents and staff to keep a positive balance in their lunch accounts. Notifications will be given to students and/or emailed to parents each Monday for accounts that have a negative balance. Parents may also check lunch account balances through the JMC online parent access program linked to the school website (camcougars.org), and we encourage you to do so. When accounts reach a negative balance of \$25.00, students will not be allowed to receive seconds until the balance has been taken care of. Parents may also be notified as needed during the week if accounts become negative.

e. Registration: \$44 per student.

f. Student Insurance: All students who are participating in athletics must carry insurance before they are allowed to practice or to play. Inquire at registration or with the office about insurance if needed.

OFFICE TELEPHONE

The office telephones are for the use of school personnel, and by students for emergency purposes only. Incoming messages from parents will be delivered as soon as possible if the student is available. Cell phones as necessary, or via text, with permission and cell phones can be used at lunch and between classes.

THEFT REPORTS

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in a safe place until they can be taken home. If a student experiences a theft, please report it to the principal and then local or county authorities. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies.

USE OF FIRE AND SAFETY EQUIPMENT

Students who see a fire or other hazardous situation are to call the nearest teacher immediately. If the situation requires use of extinguishers and/or the fire alarm, and teachers are not present, the student(s) involved should immediately report, or send someone to the office to report, on the condition, location of the problem, students involved and other pertinent data. Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

VISITORS

Once in a while we get requests from students to have visitors (people staying with them) come to school and go through classes. Students or families should make this request two days prior to the requested visit. We will normally honor these requests unless:

1. It is the first or last week of the semester.
2. Two days before or after vacations.
3. The student is from a neighboring town, which is holding school on that day.

We ask that all visitors check in with the office for a visitor's pass. In addition, any person who is out of school and has business with a student here is asked to wait until after school hours to take care of that business. If he/she has business, which pertains to school, we will obviously be glad to accommodate that person as long as he stops by the office first to discuss that business.

Even if permission is granted the Principal reserves the right to send the visitor out of the building if he/she has caused too much of a disruption or has been a discipline issue. The parents of the student who is hosting the visitor may be responsible for getting the student.

HOMELESS

"Homeless child or youth" is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; who is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; who is living in an emergency or transitional shelter; who is abandoned in a hospital; or who is waiting for foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Contact: Larry Hunt and Barry Bower,
CAM Elementary Principals
Phone: 712-779-2211 or 712-762-3343
Email: lhunt@cam.k12.ia.us, bbower@cam.k12.ia.us

POSITIVE BEHAVIORAL INTERVENTION SUPPORTS (PBIS)

EXPECTATIONS: All students will follow the Cougar Traits by showing Responsibility, Respect, Caring and Citizenship (R2C2).

POSTERS: Posters will be hung in all areas stating the expectations for each area. The students will be taught exactly what is expected of them in each area. Each classroom will also hand the individual teacher's classroom rules as well as the Cougar Traits expectations.

REINFORCEMENT SYSTEM: Staff members will reward students who are exhibiting the "Cougar Traits" with a coupon stating which of the four traits they were caught doing correctly. Staff will be encouraged to reward them as much as possible. Students must submit the coupons and they will be given credit for the coupon - which they can redeem for prizes and privileges. The staff will strive to give out 5 coupons for every blue slip/punishment (5:1 ratio good to bad enforcement).

COMMUNITY SUPPORT: Businesses have also been encouraged to reward students with coupons for exhibiting these (R2C2) behaviors as well. Letters and coupons are sent out each Fall. If you have a business that wasn't contacted please call the school and request the materials.

At Risk Room: This room is used for a variety of purposes. It is utilized for students who may need to have alternative modes of learning from the regular education classroom. It is also utilized for discipline reasons if a student needs to be removed from class.

BUS BEHAVIOR

Students are expected to follow the Cougar Traits of Responsibility, Respect, Caring and Citizenship while riding school buses. Bus drivers have complete control and authority of all actions and behavior on the buses. Students will be expected to follow all instructions and requests given by drivers without arguing. Violations of this policy will be reported by drivers to the building principal. Consequences will then be enforced by administration based on these recommendations.

Level 1 Behaviors: Bus Driver

- Not sitting in seat
- Moving from seat to seat
- Food or drink on the bus
- Throwing items
- CD players/radios used without headphones (no external speakers)

Level 1 Consequences: Bus Driver

- Assigned seats
- Conference with student(s)
- Conference with parent
- May suspend student for 1 day with administrative approval
- Repeated offenses may move to level 2 consequences with administrative approval

Level 2 Behaviors: Drivers/Administration

- Swearing
- Fighting
- Harassment of student(s) (verbal, physical, sexual)
- Arguing and showing disrespect to a driver
- Vandalizing the bus
- Opening emergency exits without proper cause
- Violation of any other safety rules and/or discipline policy
- Repeated violations of bus and school rules/policies

Level 2 Consequences: Driver/Administration

- Permanent seating assignment
- Suspension from riding school transportation
- Short-term suspension from school
- Long-term suspension from school
- Expulsion from remainder of the semester or calendar year

Level 2 Minimum consequences for Suspensions

- First Offense: Suspension from all school transportation for 1 to 5 school days
- Second Offense: Suspension from all school transportation for 5 to 10 school days
- Third Offense: Referral to Superintendent (Conference with Parent/Student required)

LEVEL I INVESTIGATOR

If an abuse charge needs to be filed against a CAM school employee, the Level I investigator should be contacted for the proper forms from building principals and Level I investigators.

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the CAM School District Board Policy to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The CAM High School and Middle School have appointed a level-one investigator(s) and alternate(s), and have arranged with a trained, experienced professional to serve as the level-two investigator. The level-one investigators are:

Haley Wollum- CAM Middle School Instructional Coach
Lindsay Williams- CAM High School Counselor

All complaints must be submitted in writing to the level-one investigator. Questions should be addressed to the building administrator (762-3231) High School (779-2212) Middle School. Alternate investigator is the District Superintendent.

EDUCATIONAL EQUITY STATEMENT

It is the policy of the CAM Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Barry Bower, 712-762-3231 bbower@cam.k12.ia.us

COMPLAINT PROCEDURE

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

- Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
- If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
- Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
- Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
- The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

In the event the investigator finds:

A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:

- By the investigator with the Complainant and the Respondent; and
- By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action
- If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
- The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm this decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

LEGAL REFERENCES

Board Policies

Legislation

Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973 American Disabilities Act of 1990

CAM Community School District
ACCEPTABLE USE POLICY

The primary goal of CAMCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Lab equipment is reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of CAMCSD computers and network resources. Network Resources refers to all aspects of CAMCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of CAMCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto CAMCSD computers; to copy CAMCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property:

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

File Sharing and File Sharing Programs:

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File Sharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline:

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students' use of technology restricted and or revoked. Any student who continually does not bring their laptop to school will lose the privilege of taking the computer home each day.

Legal Issues and Jurisdiction:

Because CAMCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CAMCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer:

CAMCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the CAM Community School District. While CAMCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CAMCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, CAMCSD account holders take full responsibility for their access to CAMCSD's network resources and the Internet. Specifically, CAMCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

CAM Community School District
CHROMEBOOK USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the CAM Community School District (CAMCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at CAM Community School District, hereby agree as follows:

1—Equipment

1.1 Ownership: CAMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, CAM administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, power adapter and other miscellaneous items. CAMCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, CAMCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-CAMCSD

installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

2—Damage or Loss of Equipment

2.1 Insurance and deductible: CAMCSD has purchased insurance which provides the broadest perils of loss regularly available. However, the full repair fee will be billed to the Student and his/her family for intentional, blatant misuse or gross negligence of the laptop. Parents are encouraged to add the laptop to their homeowner's or renter's insurance policy.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed the following:

- Chromebook - up to \$250.00
- Laptop Bag - \$30.00
- Laptop Strap - \$10.00
- Charger - \$25.00

CAMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement. It will be the responsibility of the Student and Parent to file a police report.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at CAM or at a CAM sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: CAMCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3—Legal and Ethical Use Policies

3.1 Monitoring: CAMCSD will monitor computer use while on campus using a variety of methods – including electronic remote access – to assure compliance with CAMCSD’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of CAMCSD Computer Use Policy remain in effect, except as mentioned in this section.

3.3 Filesharing and Filesharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the CAMCSD Technology Director. Students should regularly backup their iTunes library.

3.5 Proxy Servers and Other Anonymizers: The Student shall not bypass the filtering service and such violation could result in removal or suspension of technology privileges.