

# **PATON-CHURDAN**

## **PK- 12 STUDENT/PARENT HANDBOOK**

### **2025-2026**

606 Adrian Street  
P.O. Box 157  
Churdan, IA 50050  
515-389-3111  
[www.paton-churdan.k12.ia.us](http://www.paton-churdan.k12.ia.us)

#### **Mission Statement**

The Paton-Churdan School District, in collaboration with home and community, seeks to develop respectful students who are life-long learners and productive members of society.

#### **Building Administration**

Brian Johnson, Superintendent  
Annie Smith, PK-12 Principal  
Lisa Willardson, Board Secretary

#### **Board Of Education**

Mr. Dave Palmer, President  
Mr. Kelly Minnihan  
Mr. Mitch Stream  
Mr. Zach Schweers  
Mr. Denny Tilley

It is the policy of the Paton-Churdan Community School not to discriminate on the basis of race, creed, color, sexual orientation, sex, gender identity, national origin, gender, disability, SES, religion, age, political party affiliation, or actual or potential parental, family or marital status in its educational programs, activities, or employment and personnel policies.

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, SES, 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 race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, SES, familial status, or disability is also prohibited.

Inquiries or grievances related to this policy may be directed to Annie Smith, the Affirmative Action Coordinator, Paton-Churdan Community School, Churdan, Iowa, 515-389-3111, or to the Office for Civil Rights: Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

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# Paton-Churdan Community School

## 2025-26 Personnel Directory

Brian Johnson, Superintendent  
 Lisa Willardson, School Business Official  
 Annie Smith, PK-12 Principal/Activity Director  
 Karen Sandberg, Special Education Director

### **Elementary Teaching Staff**

Preschool/TAG	Alisa Olson
Kindergarten	Elizabeth Hoyle
1st grade	Autumn Gannon
2nd grade	Hayley Paup
3rd grade	Mazie Erdahl
4th grade	Zandra Maldonado
5th grade	Jill Higgins
Art	Morgan Promes
Music	Shannon Hobbs
Physical Education	Korey Jeschke
Special Education	Anna Miller
Intervention	Melanie Ludwig
Guidance	Libby Towers
Library	Jill Stream
Instructional Coach	Miranda Steinkamp

### **Secondary Teaching Staff**

MS/HS Math	Trinity Borland
MS Science/SPED	Joe Towers
English Language Arts	Jen Redenius
MS ELA/6th Science	Amanda Tasler
MS/ HS SS	Makayla Sparr
Health/ PE	Korey Jeschke
MS Exp/6th SS/Math	Lori Berns
Art	Morgan Promes
Music	Shannon Hobbs
HS Special Education	Anna Miller
Guidance	Libby Towers
Instructional Coach/TAG	Alisa Olson

### **Support Staff**

Jake Smith -Head Custodian/Transportation Director/Bus Driver  
 Brenda Miller- Custodial Staff/Driver  
 Lacey Cullum- Head Cook/Food Service Director  
 Amanda Hoover- Assistant Cook/Associate  
 Jolene Peters- Nurse  
 Kellie Henderson- Technology Director  
 Mark Kersey- Bus Driver  
 Suzanne Duckett- Building Support  
 Jill Stream- Administrative Assistant  
 Jacque Happe- Associate  
 Karen Rooney- Associate  
 Josh Cerveney- Associate  
 Angel Weier- Associate  
 Cindy Thurman- Associate  
 Katie Molle- Associate  
 Brooke Hoover- Associate

### **Board Objectives**

The objectives of the education program shall be to provide students with an opportunity to:

1. *Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.*
2. *Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation.*
3. *Acquire entry-level job skills and, also, acquire knowledge necessary for further education.*
4. *Acquire the capacities for a satisfying and responsible role as family members.*
5. *Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental.*
6. *Acquire an understanding of ethical principles and values and the ability to apply them to their own lives.*
7. *Develop an understanding of their own worth, abilities, potentialities and limitations.*
8. *Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.*
10. *Learn in a safe environment in preparation for lifelong learning.*

### **Notice of Nondiscrimination**

It is the policy of the Paton-Churdan Community School not to discriminate on the basis of race, creed, color, sexual orientation, sex, gender identity, national origin, gender, disability, SES, religion, age, political party affiliation, or actual or potential parental, family or marital status in its educational programs, activities, or employment and personnel policies.

Inquiries or grievances related to this policy may be directed to Annie Smith, the Affirmative Action Coordinator, Paton-Churdan Community School, Churdan, Iowa, 515-389-3111, or to the Office for Civil Rights: Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises, or as a part of a school-sponsored activity, may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **Church Night**

Wednesday night has been designated as church night by all Greene County Schools. All school activities should be concluded by 6:00 p.m. In the event that a state music contest or athletic tournament is scheduled, the administration will alert their Board members and their local clergy.

### **Visitors, Guests, & Relatives**

All visitors are asked to first register in the office after they are buzzed in the building. Parents are welcomed and encouraged to visit the building and have lunch with their child(ren). To make these visits worthwhile, the school suggests that parents/guardians should make their visits after the first two weeks of school and before the last two weeks of school.

Students from other schools will be allowed to visit the school, if the following stipulations are met:

1. Permission is obtained from the building principal prior to the visit
2. Permission from the teachers involved is obtained prior to the visit
3. While a guest in the school, visiting students are expected to maintain appropriate conduct and follow school rules.
4. No student visitors will be allowed during the first or last two weeks of the semester.

Visits are limited to one day of attendance unless special permission is granted by the principal.

### **Due Process Procedure**

Students are entitled to due process procedures when disciplinary action is required due to infractions of school rules. In general, due process consists of:

- 1) The student being informed of the infraction,
- 2) The opportunity for some type of hearing during which the student is informed of the evidence against him/her, and
- 3) The right to some type of appeal.

The appeal process usually begins with the staff member involved and then proceeds to the Principal, the Superintendent, (within five days) and finally the Board of Education. During this process the student may be represented by a third party.

### **Harassment**

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to, or rejection of such conduct by an individual, is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain individuals and groups.

Parents and/or guardians will be notified within 24 hours after the school receives a report that a student may have been the victim of conduct that constitutes harassment or bullying.

### **Harassment Resources for Families with High School-Aged Youth (Ages 14-18)**

- \*[www.GirlScouts.org](http://www.GirlScouts.org) or contact your local council
- \*[www.BSA-IA.org](http://www.BSA-IA.org) 515-266-2135 800-999-SCOUT
- \*<http://seeitandstopit.org>
- \*[www.sshs.samha.gov/initiative/resources.asp](http://www.sshs.samha.gov/initiative/resources.asp)
- \*[www.schoolcounselor.org](http://www.schoolcounselor.org)
- \*[www.safeyouth.org](http://www.safeyouth.org)
- \*<http://dvirc.org.au/whenlove/infospace.htm>
- \*[www.siecus.org/pubs/families/FAT Newsletter V3N3.pdg](http://www.siecus.org/pubs/families/FAT%20Newsletter%20V3N3.pdg)
- \*<http://www.cfchildren.org/parents/parentindex>
- \*<http://www.atg.wa.gov/violence/points.html>
- \*<http://www.nccasa.org/teen/index.htm>

### **Complaint Procedure**

An employee or student who believes that they have been harassed shall notify the Level I Investigator. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible. The investigator, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The Level I Investigator is Annie Smith. The alternate investigator is Brian Johnson.

### **Investigation Procedure**

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator will outline the findings of the investigation.

### **Resolution of the Complaint**

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge for an employee and expulsion for a student.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and alleged harasser. The superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigators shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

1. Evidence uncovered in the investigation is confidential.

2. Complaints must be taken seriously and investigated.
3. No retaliation will be taken against individuals involved in the investigation process.
4. Retaliators will be disciplined up to and including discharge.

### **Equal Educational Opportunity- Compliance Officer**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability. Students are educated in programs, which foster knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Annie Smith, Principal and can be reached at (515-389-3111) or [asmith@paton-churdan.k12.ia.us](mailto:asmith@paton-churdan.k12.ia.us). Inquiries may also be directed in writing to the Office for Civil Rights: Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The Paton-Churdan School District, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building level solving teams is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building level guidance counselor.

### **Affirmative Action Compliance Coordinator**

Paton-Churdan's Compliance Coordinator for Affirmative Action is Annie Smith, Principal, 606 Adrian Street, Churdan, IA 50050, (515) 389-3111 or [asmith@paton-churdan.k12.ia.us](mailto:asmith@paton-churdan.k12.ia.us).

### **Right to Appeal**

1. Any student has the right to appeal an activity ineligibility ruling, made by the Principal, to the Superintendent within five days of the initial ruling.
2. Any student has the right to appeal an activity ineligibility ruling, upheld by the Superintendent, to the Board of Education within five days of being reviewed and ruled on by the Superintendent.
3. This board will have the authority to recommend changes in the above policy in specific instances. Final authority will still remain with the Board of Education.
4. If the violation occurs at a time that could make it impossible to prepare another student to fill the vacancy and would therefore force suspension of the activity, the suspension may be appealed and reviewed by the Board of Education.

### **Student Abuse Policy**

At Paton-Churdan, we have a definite policy prohibiting abuse of students by staff members. If you feel that this has taken place, you should notify Mrs. Smith at 515-389-3111.

Level 1 Investigator~Annie Smith, Principal: 515-389-3111

Level 2 Investigator~ Jack Williams, Greene County Sheriff: 515-386-2136

### **Homeless Coordinator**

Paton-Churdan's Homeless Coordinator for Affirmative Action is Libby Towers, School Counselor, 606 Adrian Street, Churdan, IA 50050, (515) 389-3111.

### **Custody**

In most cases, when parents are divorced, both parents continue to have equal rights where the children are concerned. If one parent has a court order that limits the rights of the other parent in matters such as custody or visitation, that parent should bring a copy to the principal's office. UNLESS THE COURT

ORDER IS ON FILE WITH THE SCHOOL, IT IS MANDATORY TO PROVIDE EQUAL RIGHTS TO BOTH PARENTS.

**ATTENDANCE**

**Entrance/Admission Requirements**

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent’s designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate.

**Arrival to School**

Supervision will be provided beginning at 7:45 A.M- 3:15 P.M. We ask that parents do not send their children before or after that time to ensure the utmost safety of our children. Building doors will remain locked until 7:45 A.M. Breakfast will be served from 7:45 A.M. - 8:10 A.M. Classes will begin promptly at 8:15 A.M. for all students.

**School Dismissal**

All students will be dismissed at 3:15 P.M. on Tuesday- Friday. New for the 2025-2026 school year will be a 2:10 pm dismissal each Monday for all students in grades K-12. Students in grades 6-12 may be asked to stay beyond 2:10 pm on various Mondays for extra help/tutoring, missing work completion, or other remediation but transportation will be provided by the school on those days.

**Daily Schedule**

Monday through Friday school will begin promptly at 8:15 A.M. Periods will be 40 minutes from bell to bell and All MS/HS restroom and drink breaks should be done the last 5 min of class or during passing.

The regular daily schedule will look as follows:

Monday schedule will look as follows:

**8:15 am – 3:15 pm  
T/W/TH/F K-12**

8:13	First bell
8:15	Tardy bell
8:15 - 8:55	Period 1
8:57 - 9:37	Period 2
9:39 -10:29	Period 3
10:21 -11:01	Period 4
11:03 11:43	Period 5
11:45-12:05	HS Lunch/MS WIN
12:07-12:27	MS Lunch/HS WIN
12:29- 1:09	Period 6
1:11-1:51	Period 7
1:53-2:33	Period 8
2:35-3:15	Period 9

**8:15 am – 2:10 pm  
Monday ONLY**

8:13
First bell
8:15
Tardy bell
8:15 - 8:48
Period 1
8:50- 9:23
Period 2
9:25- 9:58
Period 3
10:00-10:33

Teacher professional development will primarily be held on full day in-service days one Monday a month in addition to the 2:10 pm dismissal on Mondays. Please refer to the 2025-2026 calendar for specific dates of full day teacher professional development.



## Attendance Policy

Any time a student is absent, the parent/guardian must notify the school on the morning of the absence **by 8:30 a.m.** The school will call the parents of students whose absence has not been explained by a phone call/email/message. All absences must be confirmed "excused" within two (2) days of the student's return to school. If confirmation is not received within this time, the absence will be unexcused.

Notification information includes:

1. name of student
2. date the student missed school or classes
3. reason for absence
4. name of parent/guardian providing notification

If medical certification is required, or if the principal requires other verification, it is the student's responsibility to provide such written verification. If verification is required and not supplied, the absence will be unexcused.

The following procedures will be used for all unexcused absences.

1. Paton Churdan uses the restorative discipline system which is based on relationship building and restoring harmed relationships. In the case of unexcused absences, it is essential to problem solve which requires time to meet. In the case of any unexcused absence, a student will be required to serve time for the unexcused time missed. (If unexcused for one 40 minute class = 40 minutes of time made up either before school, after school, on Mondays at 2 pm, on professional development days, etc.) This will be determined by the principal and relayed to both the student and the parents.
2. When a student has been absent five (5) times from any or all classes, a letter will be sent to the parent/guardian advising them of the fifth absence.
3. When a student has been absent eight (8) times from any or all classes, a letter will be sent to the parent/guardian advising them of the eight (8) absences and a meeting with the student, parent, principal and truancy coordinator will be held and an attendance plan will be written. Failure to abide by the plan may result in graduation credit being dropped from any or all classes.
4. When a student has been absent ten (10) times from any or all classes, a meeting with the student, parent, and principal will be held to discuss the student's four-year course plan. Absences that will not count in the five, eight, or ten absences include: school-sponsored events, medical, ISS or OSS, funeral, court date, family leave, college visits, or other activities with prior approval by the administration.

## Definition of Absences

### A. Excused Absences:

1. *Illness: If illness becomes excessive (8 days in a semester, 5 days in a month, or 3 days in succession), the student may be asked to obtain a doctor's note to be counted as excused. Appointments with a doctor, dentist, chiropractor, counselor, or orthodontist that cannot be scheduled at another time also fall into this category.*
2. *Death/Funeral or serious illness in the family and other family emergencies.*
3. *Traveling to attend a wedding*
4. *Work: Absences for work must be of a necessary or emergency nature. As a general rule, work absences will be for work at home only. Any exceptions to this must be approved by the building principal ahead of time.*
5. *Personal reason: Excuses for personal reasons are sometimes necessary, but in limited situations. Possible reasons may include driver's license, seriously ill relative, are a military applicant undergoing military entrance processing; or are engaged in military service*

B. Unexcused Absences: Any parent may remove his/her child from school on a temporary basis at any time. However, the building principal may decide whether the absence is or is not acceptable. Personal reasons such as the following will be determined to be unacceptable.

1. *Auto repair*
2. *Shopping*
3. *Hair appointments*
4. *Missed school bus*
5. *Tired and staying home or oversleeping*
6. *Work for pay*
7. *Skipping school or classes*
8. *Senior pictures-retakes or picking up*
9. *Hunting and fishing unless pre-arranged.*

C. Pre-Excused/School Related Absences: Students may be excused for upcoming absences of a school-related nature. Examples are:

1. *Field trips*
2. *Student Council meetings, in-school visits*
3. *Band or vocal contests*
4. *Athletic contests*
5. *State Tournament Series- only those students who participate in that sport will be excused to attend a State Tournament Game. This will also be at the discretion of the building principal.*

D. Pre-Excused Personal Absences: Students may be excused for upcoming absences of a personal nature as long as they are reported to the office prior to the absence. Examples are:

1. *Family trip*
2. *Orthodontist regular appointment*
3. *College/military visit. These are restricted to juniors and seniors only and limited to one each semester. Only three (3) students will be permitted a college visitation per day. Students must secure a form from the office, have parent /guardian signature, and teacher approval. Parents are asked to accompany their student to the college unless administration approval has been given. Upon return from the visit, a form must be returned to the principal, signed by a college representative, stating the visitation did take place. No college visitation day will be allowed after May 1<sup>st</sup>.*
4. *Spectator at school-related activity*
5. *Funerals*

## **Tardies**

Students are expected to be in their seat and ready to learn when the period begins. A student will be considered tardy if he/she does not arrive to class before the bell rings. Students will need to check into the office if they arrive at school or class after the tardy bell has rung. All students will need to have an entrance slip from the office to be admitted into class. After the 3<sup>rd</sup> tardy students will be issued time for minutes of instruction missed. After the 5<sup>th</sup> tardy a problem solving meeting will be held with the principal and may use his/her discretion in assigning further consequences or referring to our at-risk program.

### *1. Philosophy*

It is the educational philosophy of the Paton-Churdan Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable

to obtain the maximum opportunity from the educational program offered without attendance at scheduled classes and activities. Consequently, the board of directors, the administration and the staff of the Paton-Churdan Community School District expect the students to be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

## *II. Notification by Parents*

If a student is to be absent from school (pre-excused), the parent(s)/guardian(s) are requested to have the student obtain a form from the office in sufficient time to obtain the appropriate teacher's signature, office approval and parents signature and return to the office prior to the absence. It is important for parents to remember that though they have the right to keep their children out of school at their will, the administration retains the right to determine whether or not the reason is excusable and this absence will still count towards their 10 total.

## **Procedures**

Following an excused absence, if work has not been made up in advance, the student will be responsible for contacting the instructors and completing all work assigned. This work must be done within a time period of the number of days missed plus one day unless the instructor extends the time period. Work not completed in this time period will be counted as late and the instructor may apply their normal penalties for late assignment.

NOTE: If the class activities missed were of such nature, the instructor may require time make-up to produce the desired laboratory or activity type of performance missed. Student study hall time may be used. All absences are recorded on a daily basis by classroom teachers. Any unexcused absences are dealt with immediately according to existing district policy.

## **Drop From Class**

Any high school student absent from a class more than 10 times during a semester may not be awarded graduation credit for this course but will be awarded the appropriate grade and this will be used on the student's final high school transcript. The student may appeal this action to the building principal if they feel circumstances merit special consideration.

## **Activity Participation**

Participation in extracurricular activities, whether as a participant or spectator is not allowed if the student is not in attendance at school by noon. Exceptions to this will only be cleared by the principal. Removal from activity and possible other disciplinary measures, as stated under unexcused absences, may be administered.

## **Open Enrollment**

Parents who wish to transfer their child into or out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent or find them on the Iowa Department of Education website. These forms must be completed and returned to the superintendent's office by March 1st for the following school year. Procedures to be followed are defined by Board Policy Code #501.15.

## **ACADEMICS**

### **Textbooks**

The textbook is a reference used by students and teachers at Paton-Churdan. Furthermore, the bulk of the cost of these materials is borne by the parents with their textbook fees. It is important that students and teachers alike show extreme care when using these materials. Teachers will keep a record of textbooks issued and their condition and students may be assessed fines for damaged books at the end of the year.

## **Graduation Requirements**

A minimum of fifty-four (54) credits are required for graduation from Paton-Churdan High School. Thirty-six of those credits are required courses while eighteen are electives. Seniors will also be required to complete at least 1 credit of work based learning, authentic learning in the community, or an internship prior to graduation. These placements will be set up on an individual basis with the guidance counselor and/or work based learning coordinator.

## **Graduation Credit**

Students in grades nine through twelve will be promoted on the basis of credits earned. Based on a graduation requirement of 54 credits, class status will be determined as such:

Freshman: 0 to 12.50

Sophomore: 12.75 to 25.00

Junior: 25.25 to 37.50

Senior 38.00 credits and above

It is the student's responsibility to know their credit status at all times. The high school counselor has an up-to-date Credit Status Sheet for each student.

## **Community Service**

All students must have 32 community service hours completed, and approved by May 1<sup>st</sup> of their senior year. Any senior not having all community service hours completed by May 1<sup>st</sup> will not be eligible for senior trip. Community service hours must be completed for someone other than a relative unless approved by the principal prior to the service being performed. All community service hours must be turned in no later than 30 days after the date of service. Those turned in after that date are left to the discretion of the building principal as to if they will be counted or not.

## **Incompletes**

Students who receive a grade of incomplete at any grading period, have ten (10) calendar days to complete the work. If a student does not make up the incomplete work within the ten (10) calendar days, the student's grade will automatically result in an "F" or failing grade for that course.

## **Grading**

At Paton Churdan we believe that achievement should be demonstrated through authentic assessments and evidence that represent true student learning. Here are our core grading beliefs:

- Make learning visible
- All student work will be assessed using the same grading scale.
- Provide an accurate picture of a students' learning by separating academic and non-academic achievement.
- Assessment practices are clear and linked to learning targets.
- To provide timely feedback to students so they may use it to immediately improve their performance.

## **Grade Point Average (GPA)**

GPA's are calculated by dividing the total points by the total credits. The following example illustrates the process:

English I	1 cr.	B+	3.33 points
Algebra	1 cr.	A	4.00 points
US History	1 cr.	B+	3.33 points
P.E.	.5 cr.	B	1.50 points
Band	1 cr.	A-	3.67 points
Biology	1cr.	C+	2.33 points
Total	5.5 cr.		18.16 points
18.16 points divided by 5.5 credits=3.30 GPA			

### **Honor Roll**

The honor roll is announced at the end of each semester. The honor roll is one means of recognizing those students who set and maintain high academic standards. Criteria is as follows:

#### High Honors

GPA of 3.6 or higher

No grade lower than a B

Five academic subjects completed

There shall be no incomplete grades

#### Regular Honor Roll

GPA of 3.00 or higher

No grade lower than a C

Five academic subjects completed

There shall be no incomplete grades

### **Adding/ Dropping a Class**

Students who wish to add or drop a class must do so within the first 3 school days of the semester/trimester. The teacher, parent, and principal's approval will be necessary to add or drop a class. Classes dropped after that date will require permission of the principal and will be granted only in unusual circumstances, and the course will be noted on the permanent record with the letter grade of "F". All schedule changes must be made through the principal. Students enrolled in post-secondary courses also follow the five-day add/drop rule. The five days begin at the time the college class starts.

### **Student Grading Information**

Report cards are emailed or mailed (by request only) directly to the parents each nine weeks. If a student is found to be deficient in his/her work at the end of the fourth week, communication will be made to the parents informing them so that measures can be taken to hopefully ensure a passing mark by the end of the nine-week grading period. Attendance will also be reported on the report card.

### **Request for Retest (MS/HS Only)**

We feel it is important for students to take ownership of their learning, therefore students are awarded the opportunity to Request to Retest if they feel as if they did not try their best the first time. Request to Retest forms can be picked up at the Information Board and must be filled out completely and signed by the principal before they can be turned into the teacher for retest consideration. Please note: that just because you have filled them out, does NOT mean the teacher will grant permission to retest. These will be considered on a case by case situation with final consideration given by the teacher. See sample form in the back of this book.

### **Study Halls**

It is the goal and mission of Paton Churdan Schools to provide the most rigorous education that helps to prepare students for the future ahead of them. Although study halls may have academic value if used appropriately, students are limited to one study hall per semester/trimester unless pre-approved by the principal and guidance counselor. If a student does not have an academic course, students will be encouraged to find a real world experience, an internship, school to career experience, etc.

### **Promotion/Retention/Acceleration**

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

### **Correspondence/Alternate Schooling Credit Make-up**

In conjunction with the Department of Education and the policies of the Paton-Churdan academic standards, academic credits taken for the purpose of graduation from Paton-Churdan High School by means of correspondence and/or alternate schooling must be submitted to and approved by the Paton-Churdan High School Principal and/or Superintendent. Hours of instruction, course content, and grading evaluation must be compatible with that offered through classroom instruction at Paton-Churdan. A determination will be made by the Administration with notification of approval/disapproval to the student. Please see Alternative School Handbook for more information.

### **Performance Testing**

In meeting the needs of the students, the Board may grant credit by performance testing for course work, which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the building Principal, and Superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit. Performance testing will be dealt with on a case-by-case basis. The Board will have final determination on the allowance of performance testing for classroom credits. The Board may require testing after the completion of a summer school course, correspondence course or a course from a post-secondary institution prior to allowing such a course to count toward credit for graduation.

### **Testing**

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families. No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or the student's family;
3. sex behavior and attitudes
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

### **Student Records**

1. Permanent Records - A permanent record is compiled for each student which constitutes personal data necessary for the operation of the school system and important for student needs. This record is maintained from the time you enter school until you graduate, or leave school and will remain as part of permanent school files.

- a. Identification data, e.g., name, sex, birth date, address, parent's name and address, telephone number.
- b. Race or ethnicity (as stated by parent).
- c. Attendance date
- d. Record of achievement, e.g., grades, standardized achievement test scores, grade level completed.
- e. Date of graduation.

2. Use of Student Records: An accurate record shall be maintained for all students attending the school district. All such records will be preserved, either in original form or on microfilm, as prescribed by law and district regulation.

School record data are designed to promote the welfare of the student. When parents and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interest of the students.

Parent(s) or guardian(s) of minor students have the right of access to information about their children in school record-keeping systems. Minor students accompanied by parent(s) or guardian(s), adult students, or former students of adult age (18 years or older) have the same right of access to information about themselves

Appropriate school personnel have the right to view student records. Those other than appropriate school personnel may view or obtain copies of student records only after securing parental or adult student permission.

Parents, legal guardians or adult students may challenge the content of these records to correct or amend alleged inaccuracies.

Surveys, questionnaires, study proposals submitted to the district from outside organizations or individuals must be referred to the superintendent for review, recommendation, and coordination.

Procedures for identification, maintenance, and dissemination of information are set forth in administrative regulations.

3. Directory information: The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make an objection in writing to the Principal in charge of the school the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATING IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

### **Academic Eligibility for Extracurricular Activities**

It is the policy of the Paton-Churdan Community School District that participation in any extra-curricular or co-curricular activity is a privilege. Therefore, certain academic expectations shall be required to keep eligibility in good standing. Eligibility will be figured on a quarterly basis (nine- weeks) as required by the Iowa High School Unions.

**From 36.15(2) Scholarship rules.**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
  - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
  - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

**Paton Churdan Extra Curricular Academic Policy**

All students involved in any extracurricular activities at Paton-Churdan will be subject to the following academic policy in addition to that listed above by the Iowa High School Unions:

**3 Week Grade Reports:**

- All teachers will be required to submit grades to the office every three weeks at dates determined by administration. At the culmination of three weeks, all students will be subject to the following point system:
- Grade of an F: 2 points
- Any grade of a D: 1 point

**Eligibility:**



- A student will be declared ineligible immediately for a period of 3 weeks if their total point total meets or exceeds 4.
- The student will serve an ineligibility period of three weeks before being deemed eligible to participate once again.
- After three weeks, the student will be subject once again to a three-week grade report to ensure he or she is no longer at or above 4 points.

#### Grace Period

- If a student is at or above 4 points, they will be deemed ineligible immediately for a minimum of one week.
- The student will have a 1-week grace period to correct or elevate their grade/s to an acceptable grade that brings their total under 4 points.
- If the student successfully brings their point total to fewer than 4 in the one-week grace period time frame, they will be eligible to participate after that one week.

#### Early Graduation

Generally students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in Board policy. A conference with the student, parents, and principal will be held to ensure the student will meet all graduation requirements and then a formal request for early graduation must be submitted for action by the December meeting of the Board of Education in the school year the student wishes to graduate.

### **CONDUCT AND EXPECTATIONS/DISCIPLINE**

#### Student Conduct

All Paton-Churdan students are responsible for their own actions. To succeed, discipline must ultimately be self-discipline. Where a student is not capable of exercising appropriate self-discipline, sanctions are imposed by the school in order to help that student learn to place appropriate limits on behavior.

All school personnel have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported and subject to disciplinary action. One of the most important lessons education should teach is discipline. Discipline should not exist without care and correction. Emphasis shall be placed upon the ability of the student to discipline himself/herself and to continually grow in the area of self-discipline.

Each faculty member has the right to add additional guidelines to the discipline policy in their classroom. Verbal abuse directed toward a school employee, including name calling, threats, or obscenities, will not be tolerated and will result in punishments ranging from detention, in-school suspension, or out-of-school suspension.

#### Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. *Depositing all lunch litter in wastebaskets.*
2. *Returning all trays and utensils to the dishwashing area.*
3. *Don't beat trays.*
4. *No food or pop in classrooms, hallways, or locker regions.*

*5. Stay in the lunchroom area until the lunch period ends.*

## **Assemblies**

All students and teachers are required to attend assembly programs, concerts, & other activities held during the day with the exception of a prep period for teachers. On various occasions assembly programs are presented for educational and enrichment purposes. They provide one of the few opportunities in school to learn formal audience behavior. Courteous and respectful behavior is expected of the student body at all times. Yelling is appropriate only at pep assemblies. Sit in the bleachers or seats, give your attention to the chairperson of the assembly, and do not leave until dismissed. Unacceptable behavior will result in non-attendance at future assemblies or having an adult buddy to assist during the assembly.

## **Recording Devices**

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless prior approval has been given to the audience to record a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

## **Playground Dress**

Please make sure your child is dressed appropriately to go outside for recess. On extremely inclement days, recess will be indoors, however it is best to always assume your child will be outside for part of the day. Criteria for outdoor recess is as follows: If students do not have boots/outside shoes they will not be allowed off the cement. All students need to bring their winter weather gear, which includes a warm coat, boots, hat, and gloves/mittens. Snow pants are an option until it snows, drops below 30 degrees with or without wind chill, or the ground is soft and messy. If students do not have snow pants during these times they will not be allowed off the cement as well. When the weather drops below zero degrees, with or without wind chill, we will stay in for recess.

## **Playground Rules**

It is important that regulations are observed while playing on the playground. Because of the numerous students on the playground, cooperation is necessary for the purpose of safety and the protection of all students.

### **General Playground Rules**

1. There is to be no tackle football or tackle anything.
2. No fighting or wrestling.
3. No rock or snowball throwing.
4. Shoes must remain on at all times.
5. Once a student is outside, he/she must remain outside. Permission from the teacher on duty is to be received if a student needs to come inside for some reason. Running in and out of school is not permitted.
6. Bad language will not be tolerated.
7. When the recess bell/whistle rings, quit playing and line up.
8. Wear proper clothing for the weather. If the ground is wet or covered with snow, boots will be required to leave the hard surface areas.

### **Administrative Procedure Regarding Recess Conduct**

**First Offense:** Student is warned and parent is notified of the incident.

**Second Offense:** Student is issued a walking recess for 3-5 days at the discretion of the principal.

**Third Offense:** Student is issued an adult recess buddy for 5-10 days.

**Fourth Offense:** Students are given an alternative recess that will be discussed with parents.

## **Rules for Playing on the Playground Equipment**

1. Do not play “crash cars” on the swings. Swings are for swinging only. Do not jump out of swings.
2. Watch where you walk or run when around playground equipment.
3. Students are only allowed to go down the slide; one at a time. Students are not permitted to walk/crawl up the slide in the opposite direction.

It is important that regulations are observed while playing on the playground. Because of the many students on the playground, cooperation is necessary for the purpose of safety and the protection of all students.

## **Routine Procedures for Students**

1. Students are reminded to always report to your regularly scheduled classes or study halls first. If you do not, you will be counted tardy or absent.
2. Students are to notify office personnel when leaving the building and must sign out. Do not just leave. Failure to do so will result in a detention or in-school suspension. Sign in when returning to the building.
3. After physical education class dismisses, students should remain in the locker room or gym. Do not go to lockers in other parts of the building until dismissed to your appropriate destination.
4. During the lunch period, students are to stay in the lunchroom area.
5. All students must have a pass from their teacher while in the hallway.

## **Internet**

The internet is a valuable tool that will benefit students in doing research for academic work. There is, however, the potential for misuse of the internet. Before they are permitted to use it, Paton-Churdan students and parent(s)/guardian(s) will sign an agreement indicating their understanding of and willingness to follow the rules governing its use. Misuse will result in the loss of privilege temporarily or permanently.

## **Electronic Device Policy**

**Elementary students** in grades PK-5 are not allowed to have cell phones and/or ear buds at any point during the school day, this includes on the bus, in the auditorium and in the lunchroom before school. If a student is to have a cell phone for the purposes of transporting to another parents home, the phone may either be stored in the office for the day or turned off and stored securely in the students backpack. Phones should not be powered on while on school property and all messages and contact with students should be directed through the office. Elementary students will be allowed to have headphones for technology class and while using their devices under the direction of their classroom teacher.

**Middle school students** are not to use their cell phones or earbuds from 8:15 am- 3:15 pm. Phones will be collected in a locked box during our middle school morning gym time and then placed in the office where they will remain until the end of the day.

If a parent or guardian needs to get a message to their student, we ask that you call the office at 515-389-3111, email Mrs. Smith or Jill Stream, or contact us via Facebook messenger and we will relay the message to the student at their next passing period. Failure to place phones in the provided holding box or unauthorized use of cell phones will result in a parent problem solving meeting and/or ISS.

**High school students** are not allowed to use cell phones during the school day other than in the hallways during passing, during lunch, and before & after school. Phones will need to be turned off or on silent with no notification alarms or vibrations on and placed in the classroom holding basket or backpack during class time. Students may use their phones and ear buds during the “free portion” of study period if a student qualifies for a technology pass. High school students will be required to turn their cell phones into the classroom supervisor as their “pass” to the restroom during class. Students that are repeat offenders will have the following consequences:

- a students phone will be taken to the office for the remainder of the day for the 1st violation
- students will be required to place their phone in a locked phone pouch for 1-3 days for the 2nd violation
- students will be required to place their phone in a locked phone pouch for 5 days for the 3rd violation
- students will complete a phone contract and could be asked to turn their phone into the office at the beginning of the day and it may be picked up at the end of the day for subsequent violations for the remainder of the quarter

### **Student Eligibility for Extracurricular Activities/ Good Conduct**

The Board of Directors of the Paton-Churdan Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditional upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

#### **Definitions:**

- A. Participants: Any student in good standing in the Paton Churdan Community School District who is participating in an extracurricular activity.
- B. Extracurricular Activity: Any program offered as part of, or in addition to, regular academic classes in the Paton Churdan Community School District or Greene County Community School District which includes without limitation: vocal and instrumental music, drama, speech, yearbook, FFA, student government, National Honor Society, athletics, cheerleading, academic competitions, and all school-sanctioned clubs.

#### **Academic Eligibility:**

High School participants must meet all academic eligibility requirements set forth by the State of Iowa and the athletic and activity associations. Upon completion of the 8th grade school year (i.e. the final day school is in session), all middle school violations of the good conduct code are dismissed and the student begins his/her high school career as though no violations existed. The only exception is for an 8th grade student who was still serving a penalty. Completion of that penalty must take place before becoming eligible for high school competition.

**Violations:**

A participant shall be subject to disciplinary proceedings if s/he violates or admits to violating any of the following provisions.

1. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of use).
2. Possession, use, or purchase of tobacco/vape and/or nicotine products, regardless of student's age.
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs or look alike drugs or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs. Possession, use, purchase, or attempted sale/purchases of look alike drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
5. Exceedingly inappropriate or offensive conduct such as assaulting staff or students gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. Note: This could include group conduct.

**Sanction for Violation:**

Participants who violate the provisions of this eligibility policy are subject to the following sanctions:

**First Offense:**

The student will not be permitted to dress for, or participate in 1/4 of the contests or performances of the activity or activities in which s/he was participating during the time of the violation based upon the total scheduled number of regular-season competitions for said activity(ies). The student must practice during the period of ineligibility and attend competitions as a non-participant. If the student is not currently in an activity, s/he will serve their suspension in the next activity in which s/he participates after the violation. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty. In addition, the participant and his/her parents will be required to make arrangements to perform ten (10) hours of community service. This will be set up with the approval of the principal. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation if requested by the principal. The student will remain ineligible until each of the conditions has been met. The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion if it has been requested.

Class officers, Student Council members, National Honor Society members, and club members will forfeit said position(s) and all accompanying privileges for 45 attendance days. If the student is re-elected to either the position of Class Officer or Student Council, any remaining attendance days to be served will be done so at the beginning of the next term. Community service hours related to this policy may not be used to also fulfill other community service related hours (NHS, Graduation related)

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation. In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

## Second Offense

The student will not be permitted to dress for, or participate in 1/2 of the contests or performances of the activity or activities in which s/he was participating during the time of the violation based upon the total scheduled number of regular-season competitions for said activity(ies). The student must practice during the period of ineligibility and attend competitions as a non-participant. If the student is not currently in an activity, s/he will serve their suspension in the next activity in which s/he participates after the violation. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty. In addition, the participant and his/her parents will be required to make arrangements to perform twenty (20) hours of community service. This will be set up with the approval of the principal. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation if requested by the principal. The student will remain ineligible until each of the conditions has been met. The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion if it has been requested.

Officers, Student Council members, National Honor Society members, or club members forfeit said position(s) and all accompanying privileges for 90 attendance days. If the student is reelected to either the position of Class Officer or Student Council, any remaining attendance days to be served will be done so at the beginning of the next term. Community service hours related to this policy may not be used to also fulfill other community service related hours (NHS, Graduation related)

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation. In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

## Third Offense

The student will not be permitted to dress for, or participate in contests or performances for a minimum of one calendar year. In addition, the participant and his/her parents will be required to meet with the activities director to discuss the violation, sign a contract, and make arrangements to perform fifty (50) hours of community service. This will be set up with the approval of the principal. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation. Upon completion of these requirements, the student may appeal to the school board to have their activity eligibility reinstated. The student requesting reinstatement will be required to appear in front of the school board in closed session and present their case for reinstatement (impact community service, and counseling has had on them, why the board should reinstate them). The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion.

Class Officers, Student Council members, National Honor Society members, or club members forfeit said position(s) and all accompanying privileges for a minimum of one year and will be required to meet the same conditions above.

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction. Community service hours related to this policy may not be used to also fulfill Other community service related hours (NHS, Graduation related)

### Subsequent Violations

Any subsequent violations will result in students losing activity eligibility for the remainder of their career with no opportunity for reinstatement.

A student is ineligible to speak at commencement or participate as a member of the Homecoming Court if s/he has been in violation of this policy two or more times in their high school career.

### **Procedure:**

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedure shall be involved:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination by the Superintendent by filing a written appeal within 5 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the School Board by filing a written appeal with the Board Secretary at least 24 hours prior to the next Board meeting. A special meeting may be called at the sole discretion of the board on a case-by-case basis. The review by the Board will be in closed session unless the student's parents (or the student, if the student is 18) request an open session. The grounds for the review by the School Board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the School Board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

### **Operational Procedures for Eligibility Policy**

- A. Each day of actual competition or performance, regardless of the number of competitions on that day, will count as one event when completing the period of ineligibility.
- B. If a student's period of ineligibility begins at a point in the season or activity when less than the ineligible number of contests or performances remains, the ineligibility will carry over into the next season or activity. The percentage of the assessed period of ineligibility shall be computed. The student will be ineligible for the remaining percentage of activities in his or her next season or activity. (Example: An athlete participates in both basketball and track. There are 21 regular season basketball games. One-fourth of the season equals six (6) contests. If only two (2) regular season contests exist at the time of the violation, the remaining 2/3 of the contests carry over to track. With 12 regular season track meets, 1/4 of the track

season would total three (3) meets. The athlete would then miss 2/3 of that amount, or two (2) track meets.)

NOTE: When this remaining percentage of ineligibility is computed into number of contests, all fractions of contests will be rounded up to the next larger whole number.

- C. The student must practice and attend competitions as a non-participant during the period of ineligibility.
- D. Students who have been suspended from school or placed in in-school suspension are not eligible to practice or to participate in public performances or contests while under suspension. Contests/performance missed during suspension will not be included in the number of contests required to be missed due to violation.
- E. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity. A copy of these regulations should be on file with the activities director and shall be provided to the students/parents prior to the beginning of competition.
- F. In the event that a situation occurs which is not covered in these policies, the Principal will provide a ruling based upon the intentions of the Policy.
- G. For a student who is participating in two or more activities at the time of the violation, the period of ineligibility will be served in each activity.
- H. When computing the number of contests/performance to be missed, all fractions will be rounded up to the next larger whole number.
- I. These activities shall be deemed contest-/performance-based for the purpose of determining ineligibility: athletics, vocal and instrumental music, drama, speech, cheerleading, color guard, drill team, and academic competitions. All other student participation will be governed by the attendance day clause.
- J. Participants who are in 2 or more different levels of the same activity shall be declared ineligible for both levels. The following are examples:
  - 1. JV & Varsity Football -- 1/4 of varsity games and 1/4 of JV games.
  - 2. Band - 1/4 of Marching Band, 1/4 of Pep Band, 1/4 of Concert Band.
  - 3. Vocal Music -- 1/4 of Concert Choir (Others not mentioned shall follow this guide)
- K. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty.
- L. The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.
- M. In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

### **Student Spectator Conduct**

Students, while at school events, who are guilty of rudeness, disrespect and conducting themselves in a manner that creates a negative image for themselves, the school, and community, shall be ineligible as follows:

First Offense: One game suspension for athletes and three weeks activity ineligibility for students participating in the arts, clubs, organizations and school sponsored activities.

Second Offense and all other subsequent offenses: Four game suspension for athletes and up to four weeks activity ineligibility for students participating in the arts, clubs, organizations and school sponsored activities.



## **Special Provisions**

- A. Students are generally encouraged to practice with the activity they are suspended from however, the activity sponsor or coach will be allowed to set their own team rules not in conflict with this policy.
- B. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, National Honor Society, or Homecoming Royalty during the period of ineligibility. However, exclusion from the election process shall not fulfill a student's period of ineligibility.
- C. Each activity sponsor, director, or coach has the prerogative to add additional regulations pertaining to the activity that will enhance a student's performance. These regulations and resulting consequences may augment but not conflict with, or supersede, this code as explained in this handbook. Examples of additional regulations would include: diet, safety, physical training rules, curfew, attendance, etc. The coach or activity sponsor shall file a copy of these rules with the Principal before the activity starts and rules are distributed.
- D. The period of ineligibility for a violation of the code starts on the day the violation occurred if the student admits to the violation and voluntarily reports the incident, or the day it is determined by the school authorities that the student was in violation of the code, whichever occurs first.
- E. There shall be a written or phone message given to the home, and a conference between the student, parents, and the coach/moderator/director after the penalty is applied to clarify any questions and to help prevent any further violations.
- F. Information received from students and/or parents who voluntarily seek help from school authorities concerning a student's use of alcohol and/or other illegal drugs before being found to be using or possessing such substances by school or law officials will be maintained in confidence and will not serve as a basis for disciplinary action. However, this does not provide immunity from disciplinary action should the student continue to use, possess, or illegally distribute alcohol or drugs.
- G. In order to protect the reputation of all Paton-Churdan students, information concerning a student's violation of the Good Conduct Policy is considered confidential. To protect a student's confidentiality, the administration and faculty cannot respond to specific inquiries about the implementation of this code other than those made by the student or his/her parent or guardian.
- H. Students who are ineligible may practice with an activity or team as long as they do not become a detriment to the team or activity. If the student's attitude and/or behavior is detrimental to the goals and purposes of an activity, the activity sponsor, director, or coach, in consultation with the Principal, has the right to dismiss the student from the activity.
- I. Students refusing to take a breathalyzer test when requested by authorities will be considered in violation of the Good Conduct Policy and may be referred to a law enforcement officer.
- J. In the event that a situation occurs which is not covered in this code, the Principal will provide a ruling based upon the intentions of this code.

K. All Paton-Churdan students involved in a shared activity with any other school are subject to this policy.

### **Search and Seizure**

School officials have the right to search student lockers, personal possessions, and automobiles in order to protect children, their property, or the property of the school district. Precautions must be taken to protect the constitutional rights of students. It is recommended that students be notified before their lockers, personal property, or automobiles are searched. Searches of student's clothing should be done as a last resort and only when there is a clear and imminent danger to the student or to other students. Strip searches of students shall not be permitted. Students need to be aware that lockers may be inspected at any time without suspicion toward a student. Animals may also be used in both general and specific searches.

### **Zero Tolerance**

Students bringing firearms, other weapons or dangerous objects, including look-a-likes shall be expelled for not less than one calendar year. Weapons will be confiscated and shall be reported to law enforcement officials. The principal and superintendent shall have the authority to recommend this expulsion requirement be modified for students on an individual case-by-case basis.

### **Disciplinary Measures**

The Paton-Churdan Community School District recognizes that prevention of behavior problems is more desirable than correction. Staff members in the district will follow the guidelines under the restorative discipline approach to the best of their ability. The teachers are expected to maintain a classroom climate favorable to learning and to handle most behavioral problems within this setting. To this end, teachers establish classroom rules and inform students of them at the beginning of each course. However, certain procedures are identified that the teacher may follow in dealing with behavior problems that warrant special attention. Normally, these will be utilized in the order listed, but circumstances may warrant that a different order be used. Before any detention will be assigned, students must work through an individual conference with the respective teacher and if necessary the principal may be involved.

~Under the 2023 Legislative Session, Iowa Code section 279.51A expanded its reporting requirements requiring a classroom teacher to report any threat of violence or incident of violence made by a student that results in injury, property damage, or assault. The school will adopt policies around this requirement once they are released from the Department of Education. ~

### **Detention**

A detention may be used as a disciplinary measure in case of repeated or severe inappropriate behavior. Detentions may be issued by any staff member and will be thirty (30) minutes in duration. Detentions will be assigned and served that day or the following day if a student needs to make transportation arrangements. All detentions will be with the staff member that issued the detention. Failure to serve detention will result in a conference with the student, teacher, and parents if applicable and the unserved detention may be doubled at the teacher's discretion. Failure to serve doubled detentions will result in the student being referred to the office for in-school suspension. After school activities such as athletics or other extra-curricular activities are not excuses for missing detention, nor is riding the bus. Any student issued detention will be responsible for finding a ride home.

Once a teacher/principal has given a detention, he/she will fill out a detention notice form. One copy will go to the office, and one copy will be mailed home, while the final copy will be kept by the teacher for records.

Whether detentions are issued by one teacher or several, this progression will be followed:

- 1st offense: Detention and notice sent home
- 2nd offense: Detention and notice sent home
- 3rd offense: Detention and notice sent home
- 4th offense: Detention and notice sent home
- 5th offense: One day in-school suspension, notice sent home, & (START) intervention
- 6th offense: Two day in-school suspension, notice sent home & (START) intervention
- 7th offense: Three day in-school suspension, notice sent home and conference with student/parent/guardian, and the principal before the student is permitted to return to class.

## **Suspension**

In any disciplinary situation, the student will be told of the rule(s) or policy violated, allowed to explain his/her side of the situation, and will be informed of the consequences. When there are discrepancies, the principal will investigate the situation before a final disciplinary action is taken. For serious or repeated misbehavior, the parent(s)/guardian(s) of the student will be notified by telephone and will receive a follow-up letter concerning the incident and any disciplinary action taken.

While it is undesirable to suspend a student from school, this consequence is possible should a student choose to behave in a manner which endangers the student or other students, which results in significant damage to property, which disrupts the educational opportunities of other students, or which displays a general disregard for the rules and regulations established for the orderly operation of the school for the welfare of everyone in the school.

Suspension may take one of two forms: An in-school suspension, during which a student will work in a designated area all day and not be allowed to interact with other students; or out-of-school suspension, during which a student will not be allowed to attend school for a specified number of days.

According to Paton-Churdan School Board Policy, students who have been suspended are not permitted to attend school activities or participate in extracurricular events during the period of suspension.

As with behavior in school, students are subject to school rules and to additional rules designed for transportation safety. Students may be suspended or expelled from riding the school bus, just as they may be in school.

- A suspended student must use his/her own initiative to see that they get assignments and keep up with the assigned work.

- Makeup work must be turned in to the regular classroom teacher at the end of the suspension period plus (2) days in order to receive credit. If guidelines are not followed, the suspended student will be given zero (0) credit for any assignments, quizzes, tests, or participation that was completed during the suspension period.

## **Expulsion**

As outlined in the Iowa Code, Section 282.4 the Board of Directors may, by a majority vote, expel students from school for gross disobedience, including violations of the attendance policy, misconduct, or when the presence of the student is detrimental to the best interests of the school. Before a student is expelled, the parents will have been requested to appear at a meeting of the Board to discuss the student's behavior. When a student has been expelled from school, only the Board of Directors may readmit the student.

## **Student Dress**

Paton Churdan takes great pride in their students' appearance. A student's dress affects the student's conduct and schoolwork and reflects upon the quality of the school. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

The following are student dress expectations:

- Clothing must meet reasonable expectations of cleanliness and modesty.
- Elem/MS/HS student's clothing must cover the chest, back and midriff area completely
- Teachers will establish safety and hygiene rules regarding clothing for PE, lab classes or areas that require a stricter dress code during certain circumstances or activities.
- Waistline of the pants must stay at the hips or above.

The following are NOT allowed:

- Clothing that allows undergarments to be shown
- Wearing clothing or items with suggestive, obscene, vulgar or racial writing or pictures
- Wearing clothing or other items that depict beer, drugs or alcohol
- Sunglasses or colored glasses that do not permit the eyes to be easily observed or artificially colored contacts
- Due to potential harm to persons or property, no billfold type chains, handcuffs nor large metal adornment will be allowed
- Shoes with cleats, except for outdoor athletic practices
- Shoes with "wheelies"
- Dress that would directly affect the good order, efficiency, management, and welfare of the school
- Anything that is extreme or unusual about a student's appearance or dress that creates undue attention or causes a disturbance in the learning environment or presents a health hazard. The staff is to enforce the dress policy. The building administrator or his/her designee makes the final determination of the appropriateness of the student's appearance.

The student will be given the following choices:

- Change into something else or put on a school supplied replacement
- Remove the item (for example: hat, cleats, jewelry, headgear)

### **Removal from Class**

In an extreme case, an instructor may ask a student to leave class for disciplinary reasons, the student should immediately comply with the request and the following procedures will be enforced:

1. 1<sup>st</sup> removal from class – student is sent to the office and an individual conference is held with the principal. An individual conference with the teacher is required before the student is permitted back into the classroom.
2. 2<sup>nd</sup> removal from class – student is sent to the office for an individual conference and a parent conference is held, either in person or by phone.
3. 3<sup>rd</sup> removal from class – an immediate parent conference will be held face to face and a plan of action will be created. If a student continues to be removed from a class, they may be placed in the alternative program to complete their education for the remainder of the semester.

### **Student Drivers and the Parking Lot**

Students who drive cars to school must drive slowly and carefully on the streets and on the school premises. Students are not allowed to drive or ride in cars during the school day unless special permission from the principal is given. Sitting in cars during the school day is prohibited. Driving is a privilege that can be revoked!

A. Student drivers using school parking lots will not leave prior to the departure of buses and vans.

B. Student drivers using school parking lots will exercise caution and care both upon arrival and departure. This will include the speed as well as being conscious of the student pedestrians, especially elementary students.

Students violating this policy who are observed by or reported to the administration by faculty and staff are subject to the following:

1. Warning and call to parents to make them aware of the situation. If the incident is of a serious nature the proper authorities may be called.
2. Second and subsequent reports will result in charges being filed with the proper authorities.

### **Students in the Hallway**

Any student needing to leave the classroom must have a pass from the teacher. A hall pass should be signed not only by the teacher giving it with the time, date and destination indicated, but also by the teacher seen by the student. All teachers have office, restroom and locker passes. We will be asking for your passes when we meet you in the hallway! Any student without a pass is subject to detention. Students in the halls, after the two minute passing period between classes (without a pass) will be considered tardy and subject to detention.

### **Parties**

Classroom parties will be, but not limited to, one in the fall, winter, & spring. Please refrain from sending food treats to parties unless specifically instructed by the teacher. Siblings of students are not to come to classroom parties. Please do not send birthday invitations to school unless ALL classmates are included. (Please do not call the school asking for this information).

### **Snacks/ Treats/ Gum/ Candy**

All food needs to be store bought or from a certified baker. No homemade goodies. Except for party treats that are approved by the teacher, gum & candy should not be brought or consumed at school. Additionally, we ask that birthday treats not be sent to school unless they are store bought, as well, unless approved by the principal. Drinking water is allowed at the teacher's discretion but must be in a bottle with a lid or a no-spill container.

### **Lockers**

Each student will be assigned a hall locker in grades K-12. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own lockers and keep them neat. It would be wise not to keep anything of value in the lockers. If you need something kept for you during the school day, bring it to the office. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers at any time, as long as the student is present. Pictures displayed in lockers must be appropriate. Students will be asked to remove any pictures, etc. considered inappropriate by a teacher or principal. The outside of your locker door must be kept free of materials. No stickers or glue should be used in or on lockers. All extra-curricular signs will be removed by school staff after the last official contest of that activity. If students would like to keep those signs they should be removed by the students before that time.

### **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating, including plagiarism, AI, etc. is not tolerated. Discipline penalties may be assessed to include possible loss of class credit.

### **Public Displays of Affection**

Public displays of affection are not allowed at school during regular school hours or at school activities. Students engaging in public displays of affection will be warned on the first offense and asked to refrain from the display. If these behaviors continue, appropriate discipline, ranging from detention to recommendation for expulsion, will be enforced. Parents will be contacted as deemed appropriate by the principal or his/her designee. The Paton-Churdan administration will be notified of public displays of affection by their students while attending classes at Greene County High School.

### **Care of School Property**

Students are expected to take care of school property including chairs, desks, books, lockers, school uniforms, and school equipment. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district.

### **Study Halls**

Go directly to your assigned study hall. If you are going to be working with a teacher during that period, you must have a pass from the teacher you are working for or with. Attendance will be taken in study hall. Students are not to check out until the study hall supervisor has taken attendance. Students are expected to have something to work on during study hall. If the student has no assignments to work on, he/she should have a book to read. Only students who are maintaining a "C" or above will be allowed to check out of study hall or add an extra PE.

### **Greene County Schools**

All Paton-Churdan students will be expected to follow the policies and guidelines of the Greene County Schools while taking classes in their building. Consequences for disobeying these guidelines may be carried out at either the Greene County Schools building or with the principal at Paton-Churdan.

### **Dropping out of School**

Beginning in the 1995-1996 school year, state law requires any student who drops out of school before age 18 to lose his or her driver's license. At the time a student drops from school, the district is required to notify the Iowa Department of Transportation. The DOT will then revoke the student's license and notify local law enforcement agencies. State law mandates that a student must be 16 by September to legally drop out of school.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the Board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

1. obscene
2. libelous
3. slanderous; or encourages students to:
4. commit unlawful acts;

5. violate school district policies, rules or regulations;
6. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
7. disrupt or interfere with the educational program;
8. interrupt the maintenance of a disciplined atmosphere; or
9. infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should contact the building principal.

## **DISASTER PLANS**

**EMERGENCY EVACUATION PLAN FOR  
Paton-Churdan School  
606 Adrian Street  
Churdan, IA 50050**

**\*\*FIRE  
FLOOD  
TORNADO  
BOMB THREAT**

AS REQUIRED BY IOWA CODE 100.31

### **Location of Exit Route Posters**

Each office, classroom and work area in the building will have a poster that clearly explains the exit route and exit door to use in case of a fire emergency.

### **Location of Fire Alarms and Their Use**

Fire alarms are located in the hallways of the building. Our alarms are the pull-down type. Pulling the switch on the front of the alarm automatically activates an intermittent siren and strobe lights.

### **Location of Extinguishers**

Each main hallway in the building has a fire extinguisher clearly marked with a sign. In addition there is a fire extinguisher in the art room, kitchen and custodians room.

### **Fire Containment Procedures**

Per district procedure, teachers will make sure that classroom windows and doors are closed and that lights are turned off. The custodian and principal will determine if the fire can be extinguished with extinguishers or if they need to evacuate the building and await fire fighters.

### **Notification of Emergency Personnel**

After a determination of severity of the fire has been made by the custodian and principal, either one will call 911.

### **Personnel Responsibilities During a Drill**

- A. The secretary will go to the elementary wing to receive roll from each classroom.  
This will ensure that no students or personnel are left in the building.
- B. The custodian will proceed to the area of the alarm and determine the location of the fire zone.
- C. The principal and teacher aids will check all restrooms for students and recheck classroom doors to make sure they are shut.
- D. Teachers will evacuate students as quickly as possible using the designated routes or safest routes as determined at that time. Teachers should always be the last to leave the room.
- E. Special education/resource room students needing special assistance because of vision, hearing, orthopedics, etc., will be the last students to leave the room with the teacher or aide responsible for them at the time.

### **Staging Areas**

After exiting the building all students and staff should proceed to the softball diamond south of the tennis courts on the west side of the building.

### **Fire Drill Rules**

- 1. Teachers will cover fire drill exit routes and rules at the beginning of each semester.
- 2. Students will walk quietly and orderly to the designated exit.
- 3. Teachers will take roll and report attendance to the secretary once their class has reached their designated staging area.
- 4. All Clear to enter the school after a drill will be two short rings of the fire bell.

### **Evacuation Routes and Procedures**

The fire alarm is an intermittent tone and also includes the activation of strobe lights. When the fire alarm sounds walk single file out the designated exit to the proper staging area. Following are the designated routes:

#### **CLASSROOM**

Kindergarten  
1st Grade  
2nd Grade  
3rd Grade  
4th Grade  
5th Grade  
Lunch Room  
Office Area  
Resource Room  
Media Center  
MS Math/Science  
Band/Vocal

#### **EXIT ROUTE**

East Door  
East Door  
East Door  
East Door  
East Door  
South Door  
Main Door  
Main Door  
Main Door  
Main Door  
South Door  
East Door



Auditorium	South Door
Auditorium Stage	East Door
Secondary Science	East Door
History	West Door
Exploratory/MS Reading	West Door
English/Guidance	West Door
Boys Locker Room	West Door
Weight Room	West Door
Art	West Door
Gym	West Door
Gym Stage	West Door
Kitchen	West Door
Girls Locker Room	West Door

**EMERGENCY EVACUATION PLAN FOR  
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**FIRE  
FLOOD  
\*\* TORNADO  
BOMB THREAT**

AS REQUIRED BY IOWA CODE 100.31

**Tornado Warning Signal**

The alarm for a tornado drill is a long continuous buzzer. The tornado signal will be activated by the principal or custodian when word is received from the civil defense office that we should take cover.

**Notification of Emergency Personnel**

Two-way communication with the local police will be maintained by cell phone in case emergency personnel need to be called.

**Location of Tornado Evacuation Posters**

The office, classrooms and work area will have a poster that clearly explains where the fallout evacuation area is for that room.

**Personnel Responsibilities During a Drill**

- A. Teachers will evacuate students as quickly as possible to the designated fallout staging areas.
- B. The principal and secretary will check all classrooms to make sure that everyone is evacuated and classroom doors are closed.
- C. The custodian or principal will maintain cell phone contact with the police and other school personnel in case emergency equipment is needed.
- D. Special education students needing assistance because of vision, hearing, orthopedics, etc. will be the last students to leave the room with the teacher or aide responsible for them at the time.

**TORNADO DRILL RULES**

- 1. Teachers will cover tornado drill rules and staging sites at the beginning of each semester.
- 2. When the intermittent siren sounds, students will walk quietly and orderly to the designated fallout staging area.
- 3. When students arrive at the fallout staging area students will kneel on the floor and cover their heads with their books.
- 4. Teachers will take roll and report attendance to the secretary once the class has taken proper fallout posture.

## **FALLOUT STAGING AREAS**

### **CLASS**

Preschool  
Kindergarten  
1st Grade  
2nd Grade  
3rd Grade  
4th Grade  
5th Grade  
Lunch Room/Kitchen  
Office Area  
Resource Room  
Media Center  
MS Math  
Band/Vocal  
HS Science/Health  
History  
Exploratory  
English/Reading  
Boys Locker Room  
Weight Room  
Art/PE Office  
Gym  
Gym Stage  
Girls Locker Room

### **SITE**

Auditorium via Stage Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Auditorium via Stage Door  
Auditorium via Stage Door  
Auditorium via Southwest Door  
Auditorium via Southwest Door  
Auditorium via Southwest Door  
Auditorium via SouthWest Door  
Auditorium via Southwest Door  
Auditorium via Southwest Door  
Band Room via Stage Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Band Room via North Door  
Auditorium via Southwest Door

Everyone should arrange themselves along the walls of whatever room they are assigned on the floor facing a wall and place their arms above their heads.

## **EMERGENCY EVACUATION PLAN FOR**

**Paton Churdan School**

**606 Adrian Street**

**Churdan, IA 50050**

**FIRE**

**\*\* FLOOD**

**TORNADO**

**BOMB THREAT**

AS REQUIRED BY IOWA CODE 100.31

### **Flood**

If a flash flood warning were to be issued for this portion of Greene County, the school administration would monitor the situation and implement proper emergency procedures to maintain the safety of all students.

**EMERGENCY EVACUATION PLAN FOR  
Paton Churdan School  
606 Adrian Street  
Churdan, IA 50050**

**FIRE  
FLOOD  
TORNADO  
\*\* BOMB THREAT**

AS REQUIRED BY IOWA CODE 100.31

**Location of Exit Route Posters**

Each office, classroom and work area will have a poster that clearly explains the exit routes and exit door to use in case of a **fire emergency that will also be used in case of a bomb threat.**

**Notification of Emergency Personnel**

The principal or secretary will copy down any information that the caller gives. The principal or secretary will then call 911 to report the incident and contact the custodian to activate the fire alarm system. The custodian will maintain contact with the police via cell phone.

In the event of a bomb threat, the school employees will work to ensure the safety of the students. The proper authorities will be notified and the students will be evacuated from the building and taken to a safe location. In order to monitor the safety and well being of the students, parents or guardians may take students home only after the proper school officials have been notified.

## **HEALTH**

**Health Certificate**

A student enrolling for the first time in a school district shall have a physical exam by a licensed physician. Each student may need to submit an up-to-date certificate of health upon the request of the superintendent or his designee along with an up-to-date copy of their immunization records.

**Illness at School**

Any time you become ill at school and wish to rest for a while or go home, **REPORT TO THE OFFICE FIRST.** If it is necessary to go home, we must speak to a parent, have your signature and time of departure. An unusual amount of illness will require a doctor's excuse before being allowed back to school.

**Administration of Medication to Students**

The Board accepts no responsibility for the medical treatment of students. Students may be required to take medication during the school day. Medication shall be administered only by the school principal or a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines.

No medication will be administered without authorization from the parent. A written record of the administrative procedure must be kept for each child receiving medication. The building principal shall be responsible to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Students and parents shall be provided with the requirements for administration of medication by the school annually.

### **Medication Procedures**

Following are the rules which will concern you, as parents, when you request that school personnel administer medications to your child:

1. The parent or guardian must sign a request to have a specific medication in a specific amount at a specific time dispensed to a designated pupil by school personnel. (See form later in this book, these will be stored in the school office and it will be the parent's responsibility to get this form completed and brought to the school.)
2. The medication must be brought to school and kept in the container listing the pupil's name, and name of medication, directions for use, name of physician, name and address of pharmacy, and date of prescription.\*

*\*Suggestion: When the pharmacist fills your prescription, it may be easier to request a second prescription bottle with the proper label, in order to keep a supply of the medicine in school and some at home, and to reduce the amount of transporting back and forth. This would only be necessary for medications which will need to be given in school.*

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

### **Accidents**

If your child is injured at school we will make him/her comfortable and call you immediately if a serious injury has occurred. If you cannot be reached we will attempt to contact the emergency number you listed on the emergency information form. Parents shall be required to complete a medical emergency authorization indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school district with updated information on the medical authorization form.

### **Participation at P-C**

We make every effort to provide safe practice and competitive facilities for our athletes and performers. Nevertheless, there is a risk that can never be removed from athletic competition, as well as any type of activity that is occurring. You and your parents should understand that serious injuries could and do occur in all types of athletic competition and activities.

### **Paton Churdan Preschool Diapering**

Children at Paton Churdan Preschool are not required to be completely toilet trained in order to enroll in our program. For children that are unable to use the toilet consistently, the program will make sure that: 1) Staff change the children's diapers or soiled underwear in the designated changing area in the "Farm Room" at the ELC building and not elsewhere. Food handling is not permitted in the diapering area. 2) Staff will follow all diapering guidelines per IQPPS Criterion 5.5 a-p.

## **PROGRAMS & SERVICES**

### **School Volunteers**

If you are interested in becoming a school volunteer, please call 389-3111. Your interest and involvement is always appreciated.

### **At Risk/Student Teacher Assistance Resource Team (START)**

The Paton-Churdan Community School District has a plan to serve all students throughout the school system. This commitment is addressed through a team of staff members who meet and assist students at each level. A student or parent with concerns should contact the Student Teacher Assistance Resource Team (START) Coordinator, classroom teacher, or principal to initiate assistance. Teachers may also initiate assistance by nominating a student to the START team coordinator.

### **Talented and Gifted (TAG) Program**

TAG is a program for P-C students grades K-12 who are in need of additional opportunities for enhancing their identified academic exceptional abilities. Students may be referred to TAG screening by parents, teachers, students, or administrators, but note that just because a student is referred to the program does not mean they automatically qualify. The TAG coordinator will work with all classroom teachers to differentiate the instruction to challenge all learners.

### **Staying After or Coming Before School for Help With Homework**

There are instances when it is necessary for students to remain after school, or even come in before school to complete work not finished due to absence from school or inability to complete the assignment during the official academic school day. As a general rule, students will not be kept after school without the parent being notified. Bus students will not be kept after school without the parent's permission.

### **Music Programs**

Concerts are scheduled for fall, winter and spring. Dates and times will be included in the monthly newsletter calendars.

### **Fundraising**

No outside organizations will be permitted to solicit funds within our building without the permission of the superintendent. Fundraisers conducted by school groups will require superintendent approval and will be based on a need or target. Students selling items for organizations other than approved PC fundraisers should not bring these items to school to solicit funds. This does not pertain to the suppliers that are traditionally held before events.

### **Student Council**

Student council is organized within the framework of guidelines adopted by the building principal and his/her faculty representatives.

The function of the student council is to provide a channel of communication between students and professional staff of the building. Regulations and policies shall remain the province of the board of education and administration, as per policy, but the student council helps gather information and make proposals. Proposals are considered on their relative merits. Simply making a proposal does not ensure

its approval. The student council helps plan and coordinate student activities such as homecoming and dances and in general helps provide positive leadership for the student body.

### **National Honor Society**

Election to the National Honor Society signifies the belief of the faculty that the student elected exhibits high standards of scholarship, character, leadership, and community service. All sophomores, juniors, and seniors are eligible for election to the NHS if they have maintained a minimum GPA of 3.0. The faculty votes for those eligible and a final committee approves the final list of inductees. Each student who meets academic criteria will be given a resume to fill out to aid the faculty and the committee in the selection process. Those not returning the resume will be considered not to be interested in NHS for the current school year. Students are selected for admittance to the National Honor Society each fall.

### **Class Officers and Meetings**

Each class will elect a president, vice-president, secretary, treasurer and two student council members (class presidents will also serve on the student council) during the first quarter each year. Their terms shall be for one year. Class meetings may be called as needed with the Principal's approval.

### **Student Planners**

Student planners will be provided. All students in grades 3-8 are required to use a planner. Planners are to be used for writing daily assignments, teacher notes, upcoming activities, etc. to share with parents. If a student loses his/her planner he/she may purchase a new one from the office for \$1.00 or will be responsible to find a suitable replacement.

### **Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the district. Students must treat employees, chaperones, and hosts with respect and courtesy. Students who are failing or who have a record of poor attendance will be required to attend school during the field trip.

### **Daily Announcements**

Announcements will be available to all teachers via a Google Document and will be read aloud at the end of 1st period via the PA. If you have an announcement for the benefit of a large group of students, please write them on the Google Document no later than 8:30 am.

### **Prom**

The Junior-Senior Prom is an outstanding social event. At prom, the juniors entertain the seniors with a dance and a planned program of activities. Only juniors, seniors and their dates are allowed to attend. Dates of Paton-Churdan junior and senior students must be in 9<sup>th</sup>-12<sup>th</sup> grade. Anyone past 12<sup>th</sup> grade must have prior approval from the principal. Junior high and middle school students from any school are not allowed to attend. **The administrator in charge of the dance has the right to end the dance at any point if, in their opinion, students are not behaving appropriately.**

### **Dances**

Dances must have the written approval of the sponsor and principal at least five days in advance. There must be at least two faculty chaperones at any dance. Without special permission, no organization should plan more than two dances per semester. Only students of the district, their registered guests,

and faculty, or other sponsors, are to attend school-sponsored dances. School district policies and regulations apply to students as well as non-students. Places rented for a school activity are under authority of the school. Some dances may be designated as local dances only, with no out-of-school dates allowed. This is at the discretion of the administration. Students are allowed to bring one date. The date must be a high school student or older and the student must be approved by the administration prior to the dance. Junior high and middle school students are not allowed at any high school dances, nor are any high school students allowed at middle school dances. Students are not allowed to leave school dances and then re-enter the dance. Dances on Friday and Saturday nights must end by 12:00 a.m. **The administrator in charge of the dance has the right to end the dance at any point if, in their opinion, students are not behaving appropriately.**

## **TRANSPORTATION**

### **Transportation to Greene County Schools**

Paton-Churdan strongly encourages students to ride the school bus to and from Greene County Schools, however, if a student does need to drive for a legitimate reason, prior approval must be given by the principal and parental permission must be given as well. Students must have a drive request form filled out with the appropriate signatures in the office before they are allowed to drive to GC schools.

### **Transportation Change**

Please notify the office in advance and/or advise the teacher if there is to be a change in the transporting of your child. If no notification is received, the school will send a student on their regular method of getting home.

### **Transportation Behavior**

Riding the Paton-Churdan transportation is a privilege. Bus behavior is expected to be at its best. The following bus rules will need to be followed at all times!

While the school district is obligated to provide transportation for students who meet the requirements of the law, students must abide by the following rules established for the safety of all who are on the bus, both riders and the bus driver.

1. Students should be ready and waiting for the bus to arrive as the bus is not required to wait.
2. Students should stand ten feet away from the roadway.
3. Students should never cross the highway until given a signal from the driver. Always cross in front of the bus.
4. Obey the bus driver's directions promptly, and NO BACK -TALK.
5. Never throw objects around in the bus or out of the windows.
6. Remain seated while the bus is in motion.
7. No screaming or whistling.
8. Fighting, profanity, abusive behavior, pinching, and other forms of physical abuse will not be tolerated.
9. Keep the bus clean. Don't throw paper, etc. on the floor.
10. Keep your head, arms and hands inside the bus at all times.
11. Keep your feet off the seats.
12. Don't destroy bus property.
13. Students will be discharged only at approved stops. No students will be permitted to ride another bus or get off at someone else's house without a written note from home.

### **Consequences of Misbehavior on the Bus**



Failure to follow the rules on the school bus will not be tolerated. Bus drivers will provide written reports to the principal on bus incidents. Consequences for bus misconduct will be determined by the building principal and may include: detention given, suspension from riding the bus for one (1) to ten (10) days, or permanent removal (expulsion) from riding the bus following warnings and notification. Serious misbehavior on the bus may be cause for punishment up to and including suspension or expulsion from school.

### **Activity Transportation**

Each participant, involved in a school activity using school transportation, will ride to and from such activity on the school vehicle. The only exception will be written approval by the parents with the sponsor or coach of that activity. (i.e. written note or sign-out sheet.) The principal has the right to adjust this policy due to any unforeseen circumstances. Due to shared athletic programs, the board may allow exceptions to this rule. Students are to ride the school-furnished transportation to and from school activities with the following exceptions:

1. On the completion of the event, a student may ride home with their parents if the parent either contacts the coach in person, signs a sign-out sheet, or provides the director with a written approval note.
2. Parents are to telephone the principal two days prior to an activity that they want students to drive by themselves because student needs to work at home or there is some type of transportation problem the family is having. A written approval is also requested for documentation.
3. Parents must notify the coach in writing that they want their student to ride home with another parent.

### **OPEN CAMPUS**

Seniors do have the opportunity to earn open campus but must be in good standing with the school and meet all requirements of the open campus policy. Open campus allows seniors in good standing to leave the school during their regular lunch period.

- For the purposes of this document, “each grading period” is defined quarterly.
- For the purpose of this document, “loss of open campus” is every 2 weeks unless otherwise stipulated.
- If open campus privileges are lost twice during a school year, open campus will be lost for the remainder of the year.
- Determination of loss of open campus or regaining will be made when all grades have been received by the office and the principal has contacted you.

### **Open Campus Requirements:**

1. The student must have the approval of their parent or guardian for open campus and no more that one open period.
2. The student must have earned 38 credits, at least, to apply for open campus.
3. The student must have attained a 2.0 (C) average by the end of their junior year and must maintain a 2.0 (C) average at each grading period during their senior year.
4. If a student has one (1) or more ISS or OSS suspensions during their junior year, open campus may be earned at midterm of the first quarter of their senior year, if all other rules are met. If a senior receives an ISS/OSS suspension, their open campus privileges will be lost for the remainder of the quarter. If the student receives 2 or more in or out of school suspensions, their privilege is lost for the rest of the year.
5. The student will lose open campus for the rest of the quarter upon receiving two accumulated unexcused absences.

6. The student will lose open campus for 2 weeks upon the fourth accumulated tardy for the quarter. If the student accumulates 6 or more tardies for the quarter, open campus privileges will be lost for the remainder of the quarter.
7. The student will lose open campus if they have a "D" or "F" in any class at anytime of the quarter, they will get privileges back when they get the grade back up.
8. If student fails a class at the end of a quarter/trimester, it will result in the "loss of open campus".
9. The student will lose open campus after the fourth (4<sup>th</sup>) full day absence excluding school related, funeral, court or extended illness absences (doctor's note required).
10. The student will lose open campus for a quarter (9 weeks) for taking an unauthorized student with them on open campus. Unauthorized students, including underclassman, students from other districts, and seniors with no open campus privileges.
11. The students will lose open campus for refusing to take any standardized testing, semester test, or for refusing to attend any required meetings. It is the students' responsibility to read announcements each day to be aware of any required meetings and tests.
12. The student will lose open campus for the rest of the quarter if they are removed from any class for any reason.

## **Paton Churdan**

### **Paton-Churdan School District Acceptable Use Policy**

The following guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a student violates any of these provisions his or her use of the school computers and network equipment may be suspended or terminated and the school district discipline policy will be applied. The signature(s) at the end of this policy make it legally binding and indicate that the parties who have signed have read and have agreed to the terms and conditions for use of computer and network equipment in the Paton-Churdan School District and understand the significance of the agreement.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Paton-Churdan School District has taken precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all material and an industrious user may discover objectionable information.

Terms and Conditions the Paton-Churdan Acceptable Use Policy:

1. Student e-mail will be limited to those students who are involved in distance learning classes or students who need email for other educational reasons deemed necessary by school administration. No Student will be allowed to use or participate in chat rooms unless required by a distance learning class. The network administrator will make arrangements for using email or chat rooms in these cases for the student.
2. All Internet usage must be in support of education and/or research and be consistent with the educational objectives of the Paton-Churdan School District. Transmission of any material in violation of any federal, state, or local regulation is strictly prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret, etc. Use of commercial activities by Paton-Churdan School District users is not acceptable.

3. Computer Network and Internet use is a privilege not a right. Inappropriate use may result in cancellation of those privileges. The administration, faculty, and staff of the Paton-Churdan School District may request to deny, revoke, or suspend the specific user accounts and/or privileges. Upon review the principal or superintendent will direct the network administrator to deny, revoke, or suspend a user's account and access to the computer network depending on the severity of the situation.
4. Staff and student use of the computers and computer network is subject to review by district personnel. Any activity on the districts computers, network, Internet, or use of other technology is not confidential and is subject to review by district personnel. This includes but is not limited to: logs of Internet usage, personal folders or home directories, or any other information stored on district computers or the network.
5. The downloading or loading of material not for specific use with school educational projects is prohibited. This shall include but not be limited to: games, mp3's, mpegs, and all other digital or audio files. Any permitted downloading must be done under direct staff supervision. The unauthorized use of the machines to play games whether installed, on CD, or on the Internet shall be prohibited.
6. The intentional misuse or waste of technology resources including, but not limited to: printer paper, printer toner, storage media, or any other technology resources is a violation of this policy.
7. Trespassing or activity including but not limited to accessing the personal files or home directories of staff or students, gaining access to the computer network by using another's password, allowing one to gain access to the computer network by using your password, or any other activity to gain access to protected or personal files is a violation of this policy and is subject to punishment.
8. Displaying or intentionally gaining access to offensive messages, language, or pictures on the Internet or other media is a violation of policy.
9. Damaging equipment by misuse or the intentional damage to the school computers or other technology equipment including, but not limited to: physical damage, loading of harmful viruses, access of inappropriate web sites that contract computer viruses is a violation of this policy.
10. The Paton-Churdan School District assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute or unit surcharges, equipment or line cost, incurred by the user. Nor does the Paton-Churdan School District assume any responsibility for any other charges, credit card charges, automatic billing, or any acceptance of a monetary charge incurred by the users in this school. Any financial acceptance will be the responsibility of the user.
11. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to the Paton-Churdan School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America.
12. Violation of these terms and conditions will include suspension or termination of the student's user account and access to the district computers and computer network as set out in the school's discipline policy. Any assignments during the suspension or termination of a user's account or computer access will result in the student completing the assignments off site or completing an alternative form of the assignment agreed upon by the teacher that does not require the student to use the districts computers. In this case it is at the discretion of the teacher to grant full, partial, or any credit for these types of alternative assignments.

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(Student Signature)

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(Date)

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(Parent or Guardian Signature)

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(Date)

# Paton Churdan Request to Retest

## The Basics.

Name \_\_\_\_\_ Date \_\_\_\_\_

Class Period \_\_\_\_\_

Concept to Retest \_\_\_\_\_

## Reflect.

Previous Score \_\_\_\_\_

Why?

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Three Activities I Did to Improve My Understanding of this Concept

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

When would you like to retest this concept?

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## Items to Attach:

- Previous Tests
- Proof of your 3 Activities

## Request.

I request the opportunity to retest this concept. I have worked hard to improve my understanding of this concept.

Student Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

# 2024-2025 Paton Churdan Coaching/Sponsors

National Honor Society:	Libby Towers
Student Council:	Makayla Sparr
Yearbook Sponsor:	Amanda Tasler
Senior Class Sponsor:	Libby Towers
Junior Class Sponsor:	Amanda Tasler
Sophomore Class Sponsor:	Anna Miller
Freshman Class Sponsor:	Jen Redenius
8 <sup>th</sup> Grade Sponsor:	Lori Berns
7 <sup>th</sup> Grade Sponsor:	Trinity Borland
Speech:	Amanda Tasler
Cheerleading:	Alisa Olson
JH Volleyball:	Lori Berns
HS Volleyball:	Nikki Uebel/Josh Cerveny
JH Girls Basketball:	Libby Towers
HS Girls Basketball:	Tom Kennedy/Bud Fagen
JH Boys Basketball:	Joe Towers
HS Boys Basketball:	Josh Cerveny/Kyle Wright
JH Track:	Libby Towers
HS Track:	Korey Jeschke
Band:	Shannon Hobbs
Chorus:	Shannon Hobbs