

Coon Rapids-Bayard Junior/Senior High School **STUDENT & FAMILY HANDBOOK**

905 North Street
Coon Rapids, Iowa 50058
Main Office: (712) 999-2208
FAX: (712) 999-7740
www.crbcrusaders.org



<u>Principal Teacher:</u>	Shawn Zanders	<u>Guidance Counselor:</u>	Bill Orlano
<u>Office Manager:</u>	Peg Wiemers	<u>Athletic Director:</u>	Kent Halstead

Office Hours: Monday through Friday, 7:30 am – 3:30 pm
Building Hours: Monday through Friday, 6:00 am – 9:00 pm

It is the policy of the Coon Rapids-Bayard Community School District not to illegally discriminate on the basis of 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 in its educational programs or employment practices. If you have questions or grievances related to this policy please contact the Shawn Zanders, Equity Coordinator, at 905 North Street, Coon Rapids, Iowa, (712) 999-2208.

TABLE OF CONTENTS

	<i>Begins on Page...</i>
Building Map -----	TC 2
District Telephone Directory -----	TC 3
District Calendar -----	TC 5
Coon Rapids-Bayard Fight Song -----	2
Vision, Mission, and District Statements of Philosophy -----	2
Board of Educational Directors & Junior/Senior High School Faculty and Staff -----	3
Introduction -----	4
Student Attendance -----	5
Student Health, Well-Being and Safety -----	8
Student Activities -----	10
Student Records -----	12
Student Rights and Responsibilities -----	13
Scholastic Achievement -----	21
Miscellaneous -----	25
EXHIBIT A (Student Eligibility Policy) -----	28
EXHIBIT B (Extracurricular Code of Conduct)-----	30
EXHIBIT C (Communicable Diseases Chart)-----	33
EXHIBIT D (Cell Phone Etiquette) -----	34

Coon Rapids-Bayard Fight Song (Sing to 'On Wisconsin')

On Crusaders, On Crusaders, Fight for victory,
We're the best team in the country,
On that we'll all agree, Rah! Rah! Rah!
On Crusaders, On Crusaders, Fight for victory,
Fight team, Fight! Fight! Fight!
To win this game.

Vision Statement

CR-B fosters individuals that are connected to their communities, confident in themselves, excited about living, learning and contributing to our world.

Mission Statement

We inspire and develop all students to be responsible, life-long learners.

Statement of Philosophy

The Coon Rapids-Bayard Community School District believes that all children are endowed with an intellect by which they can assimilate knowledge and seek truth and understanding, and that all children have emotional natures through which they can be motivated to high personal, social, and academic ideals.

In addition, the Coon Rapids-Bayard Community School District's primary goal is to assure that the students will be academically, socially, ethically, and culturally equipped to live, work, compete, and contribute as successful citizens in our democratic society and in the global community.

Recognizing that our students will need to be prepared to live in a global society and compete in an international marketplace, it is the responsibility of the school district to provide world-class instruction to the students through development of a curriculum that:

1. emphasizes a strong core of academic disciplines central to the purpose of education and establishes academic expectations that are not only high, but attainable and worthwhile;
2. recognizes the need for awareness and of acceptance of global diversity and incorporates the teaching of social skills in order to promote understanding and tolerance among all people;
3. shares the belief that each student is a unique individual and that the curriculum shall provide the opportunity for, and the expectation of, a high level of learning for all students;
4. promotes life-long learning in an ever-changing global society;
5. provides both a vocational and liberal arts education that maximizes individual self-fulfillment and encourages exploration of individual interests.

In establishing this philosophy of education, the Coon Rapids-Bayard Community School District is dedicated to excellence in faculty, staff, and curriculum and will maintain a supportive, helpful, and stimulating educational environment.

Board of Educational Directors

Jill Anthofer	Mike Carter
Joel Davis	Larry Nees
Patrick McAlister	Mike Oswald
Roger Tapps	Gail Hopkins, Board Secretary

District Administration

Superintendent:	Richard F. Stoffers
Business Manager:	Gail Hopkins
Telephone:	999-2207

Deal Elementary (Grades PreK-3)

Principal:	Richard F. Stoffers
Secretary:	Janet Tapia
Telephone:	999-2845

Intermediate School (Grades 4-6)

Principal:	Richard F. Stoffers
Secretary:	Rena Shaw
Telephone:	999-2209

Junior/Senior High School Faculty and Staff:

Teaching Staff

Assignment

Activities

Carolyn Boettcher	JH Resource	Student Council
Paula Davis	Language Arts	
Rick Gelhaus	Social Studies/ Technology	
Kent Halstead	Social Studies/Phys. Educ.	AD/Volleyball
Laurel Halstead	Art	Art Club
Jessica Heydon	Mathematics	Girl's BB/JH Track
Jon Heydon	Social Studies	Ass't Baseball/Strength Training
Jim Heithoff	Agriculture Education	FFA
Ann Jensen	Language Arts	
Bruce Jepson	Industrial Technology	
Marilyn Jepson	Language Arts	Individual Events Speech
John Kesselring	Physical Education	Ass't FB/Track
Nicole Kesselring	Science	
Shelby Kobes	Functional Classroom	
Deb Kult	Vocal Music	Musical
Dean Lamp	Instrumental Music	Pep Band
Jim Molitor	HS Resource	
Jon Neas	Business Education	
Bill Orlando	Guidance Counselor	JHVB/JHGBB/JHB Track/NHS
Joleen Peters	School Nurse	
Laurie Rollefson	Science	
Diane Royer	Math	
Carla Schaefer	Family & Consumer Sciences	FCCLA /Prom
Margie Schwenk	Curr./Prof. Develop/Ext. Learn	Mock Trial/D.I.
Diane Slater	Spanish	Spanish Club/Girl's Golf
Glen Snyder	HS Resource	Ass't Girl's Basketball
Dan Spooner	Social Studies/Digital Media	FB/Strength Training
Leesa Stoffers	Math	Ass't Volleyball
Shawn Zanders	Principal Teacher/ Business Ed	Boy's Golf

**All staff emails are 'firstnamelastname'@coon-rapids.k12.ia.us*

Support Staff

Assignment

Teresa Ankenbauer	Paraeducator
Sandie Cady	Bus Driver
Deb Davis	Paraeducator
Diane Guzinski	Paraeducator
Cliff Jensen	Bus Driver
Steve Kult	Transportation Director
Pat Oliver	Custodian

Support Staff

Assignment

Jodi Bonney	Paraeducator
Deb Carter	Cook
Connie Grimm	Cook
Tonya Halterman	Cook
John Kult	Custodian
Linda Long	Library / Media Center
Donna Sigler	Head Cook

Coon Rapids-Bayard Junior/Senior High School Policies and Standards

Building Opened August, 1979

School Colors: Red and Black

Mascot: Crusaders

INTRODUCTION

Welcome

The entire staff of the Coon Rapids-Bayard Junior/Senior High School extends a sincere welcome to each and every student. We hope that you will have many exciting, happy, and worthwhile experiences at CR-B this school year. Your success in school will be directly proportional to the effort you put forth. Work hard to be your best and to do your best every day.

We hope and expect that all students attending CR-B Junior/Senior High School will take pride in our building and facilities and support every effort to keep it clean and attractive. We hope that you will be conscious of our school's traditions, requirements, and expectations. CR-B will be whatever you make it. Let us, together, have the spirit and pride to do the things that will make CR-B an outstanding school as we continue to "Strive for Excellence."

Statement of Purpose

The purpose of this handbook is to inform you of the basic procedures for students during the school year. Your cooperation in carrying out these procedures will help bring about an enjoyable and successful school year. This handbook cannot possibly cover all the situations, which may occur during a school year. This handbook is a guide for you to help you become familiar with the school and its procedures and functions. Students are expected to be responsible for those items presented. Students are expected to present themselves and behave in an orderly, responsible manner that displays growth, maturity, and citizenship and to expect consequences for inappropriate behavior and/or conduct.

The school's rules and regulations extend to all school activities and school properties, at both home and away activities and are in effect for all students, regardless of age. The school's administration reserves the right to change, amend, or add such rules and regulations as deemed necessary to implement and carry out the intent of school policy to maintain the proper conduct and disciplinary control of its students for the good order, efficiency, management, and/or welfare of the school and its personnel.

Equal Educational Opportunity

The Coon Rapids-Bayard Community School District does not discriminate in its educational programs or educational activities on the basis of 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. 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 and 504 Coordinator is the high school principal who may be reached at 712-999-2208. Office hours are 8:00 am to 4:00 pm, Monday through Friday. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, U. S. Department of Education, 111 North Canal Street, Chicago, IL 60606-7204 [Telecommunication Device for the Deaf at 800-437-0833] or Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50309-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Building Assistance Team is responsible for this process. Parents wanting access to this process should contact the building principal at (712) 999-2208.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Additionally, public displays of affection such as hand-holding, hugging, and/or kissing are not appropriate for school.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles and chartered buses; while attending or engaged in school activities; while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules, and procedures are in effect twelve months a year.

A violation of a school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations and the student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school board reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, and regulations of the school district.

This handbook has been adopted as recommended by the Coon Rapids-Bayard Board of Directors and provides their full support and backing in the administration of said policies and guidelines. Anything not specifically addressed in this handbook shall be handled by the judgment and discretion of the principal or superintendent.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means the individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds. "Vehicle" refers to any authorized use of a school vehicle or permission to drive their own.

School Fees

The school district charges fees for certain items and activities. Students whose families meet the income guidelines for free and reduced price lunch are eligible to their student fees waived or partially waived. Below is a list of fees for the 2011-12 school year:

	<u>Grades PK-3</u>	<u>Grades 4-12</u>	<u>Adult</u>	<u>Other</u>	
Breakfast	\$1.35/meal	\$1.35/meal	\$1.65/meal	Extra Milk	\$0.40/carton
Lunch	\$1.70/meal	\$1.95/meal	\$2.60/meal	Extra Milk	\$0.40/carton
Tech/Text Fee	\$25.00/ student or \$40.00 per family for all PreK-12 students				
Athletic Passes	\$30.00/yr	\$30.00/yr	\$80.00/yr	Young Adults	\$50.00/yr (<i>Under 25 yrs</i>)
				Senior Citizen	\$40.00/yr (<i>Age 65 yrs +</i>)
				Family	\$175.00/\$200.00 (<i>K-12+adults</i>)

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the 7-12 office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges, and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school.

Absences

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 999-2208 on the day of the absence prior to 9:00 am. If notification is not received, the office attempts to contact parents at their emergency number.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive at school after the school day has begun must present a signed note from their parents, or *have their parents contact the office* for re-admission. Students are not released to anyone other than their parents during the school day unless the office has had proper communication from a parent(s).

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to:

- Religious observances;
- Personal illness, hospitalization, or doctor's care (*homework not collected for short-term illness*);
- Death, serious injury, or serious illness in the immediate family or household;
- Funeral of relative or close friend;
- Court appearances;
- Participation in school-sponsored activities;
- *Medical, optical, or dental appointments unable to be scheduled at non-school times (requires signed sheet from office)*;
- *Driver's license or driver permit testing (requires signed sheet from the office)*;
- Other educational reasons as approved in advance by the principal teacher.

All other absences shall be unexcused.

Students who wish to participate in school-sponsored activities must attend school one-half the day of the activity unless the principal for the student to be absent has given permission.

Suspensions from class, either in-school or out-of-school will be treated as school-initiated student absences and will not count towards the days absent. However, the student will be required to make up missed work. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 school days. The time allowed for makeup work may be extended at the discretion of the classroom teacher. Students shall receive full credit for assignments made up due to absence(s). Assignments, quizzes, and tests that are due on the day of the absence become due on the day of the student's return to class, unless other arrangements are made with the classroom teacher.

School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. The principal teacher may determine that the completion of school work in advance be a pre-requisite to allowing the absence to be excused.

Tardiness

Students are expected to be in class on time. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. *Parents are encouraged to regularly access the school information system (currently Infinite Campus) to check on their students' attendance patterns.*

A student is tardy when the student appears in the assigned area any time after the designated starting time. All incidents of tardiness will be *recorded daily through the Infinite Campus student information system. A student will be permitted to be tardy two times per semester without consequence. A student will be considered to be 'excessively tardy' if he/she accumulates a third tardy in a semester. Each excessive tardy shall result in a 30-minute detention.*

Detentions for excessive tardiness will be completed each Monday afternoon, in the week following the excessive tardy. Detention will begin at 3:30 PM. Students will report weekly in order to avoid accumulating excessive amounts of detention time. Those students who fail to report to the assigned detention shall be subject to additional disciplinary action, including but not limited to suspension from school activities/events.

Truancy

A student is truant when the student is absent from school or an assigned class or classes without school permission. Students absent from class without permission for ten minutes or more will be considered to be truant/unexcused. Work missed because of truancy must be made up the same as work for all other absences. Incidents of truancy will be recorded as a part of the student's attendance record and will count toward the absences per semester. The principal teacher will determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension, or administrative referral.

Excessive Absenteeism

Absenteeism will be considered EXCESSIVE if and when a student accumulates seven (7) or more unexcused absences in a semester. Parents are encouraged to regularly access the school information system (currently Infinite Campus) to check on their students' attendance patterns.

If and when a student receives three (3) unexcused absences from school in a semester, the student's parent(s) will be contacted by the principal teacher regarding the student's attendance.

If and when a student receives five (5) unexcused absences in a semester, the student's parent(s) will be contacted regarding the student's attendance. The principal teacher will notify the student and parent(s) of the potential for excessive absenteeism and, together, they will develop a plan for avoiding a situation in which unexcused absences become excessive.

Application of Sanctions

Excessive unexcused absences may result in an 'Administrative Withdrawal' (AW) from the class or classes in which the student has been excessively absent and a corresponding forfeiture of credit for that withdrawal. Students who are removed from class under this rule will report to the location assigned by the principal teacher during the class period(s) of their withdrawal.

Appeals

First Level of Appeal

When notified that the student has accumulated seven (7) or more unexcused absences from a class in a semester, and that the student will be withdrawn from a class or classes, the student and parent may file a written appeal with the principal teacher within five (5) school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal teacher. The student shall remain in the scheduled class until the appeals process has been completed.

The informal appeals hearing with the faculty attendance committee will be scheduled within ten (10) days after the appeal is filed. The faculty attendance committee will consider the following in reaching a decision:

- a. attendance history of the student;
- b. extenuating circumstances particular to the student;
- c. educational alternatives to removal from class;
- d. total educational program for the individual student.

Second Level of Appeal

Students and parents seeking a review of faculty attendance committee's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five (5) days after the committee's decision. The superintendent will determine an agreeable time, place, and date for the review and notify the student and parent. At the conclusion of the review, the superintendent may affirm, reverse, or modify the faculty attendance committee's decision.

Appeal to the Board of Directors

Students and parents seeking a review of the superintendent's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the board secretary within five (5) days after the superintendent's decision. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place, and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse, or modify the superintendent's decision.

College Visits

Students are encouraged to visit college campuses on weekends and school holidays. However, if that cannot be arranged, juniors and seniors may be excused to visit college campuses with the permission of the guidance counselor or the principal teacher, and verifiable communication from the student's parents.

Open Campus

Open campus will be extended for two groups of students: (1) senior students in good academic standing will be allowed the privilege of exercising open campus during the fourth quarter; (2) students enrolled in college-level classes will be allowed the privilege of exercising open campus on non-class days. Conditions for this privilege are outlined in the Open Campus Agreement, a sample of which may be found in the Appendix.

Suspension of Driver's License / Permit for School Non-Attendance

Your driver's license can be suspended for several reasons. These reasons include failure to attend an approved school if you are under age 18.

Source: <http://www.iowadot.gov/mvd/ods/dlmanual/section4.pdf>

Inclement Weather and School Closing

Coon Rapids-Bayard buses will not operate when weather conditions due to fog, rain, snow, or other natural elements make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment will be used that is possible with the information available. The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the director of transportation and the actual "on location" decisions and reports of the drivers. No driver will be required to operate a bus when in the driver's opinion it is unsafe to do so.

Drivers and students will be notified by commercial radio when school is canceled or temporarily delayed. When school is canceled because of weather anywhere in the district, all schools will be closed. When weather conditions deteriorate during the day after school has begun, students will be returned home as soon as transportation can be arranged. The public will be notified by commercial radio when school is to be dismissed early.

School closing announcements will be carried over these stations:

- WHO, AM 1040, Des Moines
- KCIM, AM 1380, Carroll
- KKRL, FM, 93.7, Carroll
- CRMU Cable TV Channel 3
- WHO TV 13, Des Moines
- KCCI TV 8, Des Moines
- *Iowa School Alerts*

If school is to be canceled for the day, an attempt will be made to have the announcement on the air between 6:30 and 7:00 am. Early dismissal announcements may also be wired to the broadcast stations above.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The superintendent shall determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING, and SAFETY

School is a place where all of us should feel safe and free from harm. Accomplishing this goal requires the cooperation of all parties to act in a careful manner and to watch out for and respect each other. Students are encouraged to alert teachers and administrators of potential risks of injury or harm to themselves or others. Doing little things such as walking down the right side of the hallway, exercising caution when rounding blind corners, and obeying traffic laws will help us all to prevent avoidable injuries.

School Day

Students may be present on school grounds before 7:30 am or after 3:40 pm only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal.

HAWK-I Health Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse's office.

Physical Examinations

Parents are encouraged to ensure their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Students who are enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending.

Emergency Plans and Drills

As required by law, the school holds emergency fire and tornado drills. Teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under school district policies, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and the principal. The school must know the medications that a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse *or her designee*. Medication must be in the original container with original identification and instruction information on the container.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school will attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported to treatment.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach or the school nurse.

School Nurse

Coon Rapids-Bayard school district employs a *part-time* nurse to assist students in the treatment of minor illnesses or injuries. The nurse is generally available to students during the school day. However, because she is responsible for all PreK-12th grade students, she may not be immediately available to each student. In the event of her absence, staff will provide temporary services until her arrival or the arrival of other qualified medical personnel.

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 unless given their personal physician's written approval. Infectious or communicable diseases include, but are not limited to mumps, measles, and chicken pox.

[Please consult Exhibit C at the back of this handbook for a complete listing.]

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon teacher's recommendation, and with parental permission, students not scheduled for screening may also be included.

The Heartland AEA 11 Hearing Conservation Program will screen any student enrolled in the special education program and students with a history of known hearing problems. Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents will be notified about the results of the hearing tests only if the child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse or audiologist. If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the hearing test program please contact the school nurse or principal.

Sexual Abuse / Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Rich Stoffers, Superintendent at 999-2207 as its Level I investigator and Ms. Jolene Peters, School Nurse at 999-2208 as the alternate Level I investigator. Mr. Stoffers and/or Ms. Peters may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting the student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Environmental Safety and Asbestos Notification

The School Board of Directors is committed to providing a safe and healthy working environment for district students and employees. To this end the board is dealing with the issues of fire, asbestos, chemical right-to-know, radon, and lead regulations by complying with requirements well ahead of schedule. Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plans available for inspection in the superintendent's office.

Physical Restraint of Students

State Law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school district must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

STUDENT ACTIVITIES

Participation in school activities is a privilege. The purposes of the school activity program are (1) to provide an outlet for student interest and abilities; (2) to contribute to the mental, physical, and social growth of the student; (3) to provide group activities; and (4) to foster leisure-time activities. Students will have the opportunity to participate in a school activity unless the activity is not offered, the activity is not an interscholastic activity, or the student cannot participate for disciplinary reasons.

Assemblies

The district sponsors assemblies throughout the school year. Attendance at these assemblies is a privilege. All students are to sit in their assigned seats during school assemblies. Students must act in an orderly fashion and remain quiet on their way to an assembly, during the assembly, and on their way back to the classroom after the assembly. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assembly time.

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 are considered excused absences. Prior to attending a field trip, students will generally return a note, authorizing the student's attendance, signed by the student's parents. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences and will not count towards semester limits. Students should complete work in advance of their trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

School-Sponsored Organizations

School-sponsored organizations are those that are recognized by the school district and board. School-sponsored organizations include:

<u>Activity</u>	<u>HS Sponsor/Head Coach</u>	<u>JH Sponsor/Head Coach</u>
Art Club	Laurel Halstead	N/A
Baseball	John Waddle	N/A
Basketball-Girls	Jessica Heydon	Bill Orlano
Basketball-Boys	Cory Meyer	Kent Halstead
Cheerleading	Danielle Boeke	N/A
Cross Country -Girls & Boys	Jon Heydon	Jon Heydon
Drama	Open	Open
FCCLA	Carla Schaefer	N/A
Flag Corps	Danielle Boeke and Stacy Henson	N/A
Football	Dan Spooner	Corey Meyer, Chris Mohr
FFA	Jim Heithoff	N/A
Golf-Girls	Diane Slater	N/A
Golf-Boys	Shawn Zanders	N/A
Instrumental Music	Dean Lamp	Dean Lamp
Mock Trial	Margie Schwenk	Margie Schwenk
National Honor Society	Bill Orlano	N/A
Softball	Roger Tapps	N/A
Spanish Club	Diane Slater	N/A
Speech	Brianna Schwenk, Marilyn Jepson	N/A
Student Council	Paula Davis	Paula Davis
Track & Field - Girls	John Kesselring	Jessica Heydon
Track & Field – Boys	Open	Bill Orlano
Trapshooting	Royce Stangl	Royce Stangl
Vocal Music	Deb Kult	Deb Kult
Volleyball	Kent Halstead	Bill Orlano
Wrestling	David Means	Open
Yearbook	Linda Long & Rena Shaw	N/A

Activity Accounts (Student Funds and Fund Raising)

Students may raise funds for school activities upon the *recommendation of the building principal and the approval of the superintendent* at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the Board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

All money derived from school-sponsored activities shall be deposited in the activity fund under the proper division. Said activity fund shall operate under the supervision of the superintendent. All expenditures from the activity fund shall be authorized by the proper designated head of the activity and countersigned by the superintendent.

Activity Bus (Pep Bus)

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parent personally appears and requests to transport the student home. The activity bus may be canceled at any time prior to the scheduled departure due to insufficient student participation.

Activity Calendar

The calendar of activities and meetings will be kept in the principal's office. All items must receive the approval of the principal and the superintendent before being placed on the calendar as an official activity. A monthly calendar of events will be available to staff members each month and may be reviewed. Any changes in the monthly calendar are to be called to the attention of the principal. At the discretion of the principal, daily adjustments and/or conflict resolutions in the calendar may be necessary. A schedule of meeting dates and times will be arranged for those student activity groups that need to meet on a regular basis. Any student group planning an overnight activity will need prior approval of the Board of Directors.

Church Night

Wednesday evening is designated as 'Church Night' for Coon Rapids and Bayard churches. High school students are to be dismissed from all activities by 5:45 pm and out of the building by 6:00 pm on Wednesdays. There are to be no junior high practices or activities on Wednesdays.

Class Officers

Class meetings will be held annually to elect class officers for the school year. Each class will elect a president, vice president, a secretary, and a treasurer. These persons will lead and direct class activities and may be responsible for making some decisions for the class.

Student Council

Student Council members are elected from each class in junior high (7-8) and senior high (9-12). These persons become the student/class representatives in student government, representing students in planning and carrying out a student activities program, providing student leadership, and acting as a liaison between students and the school administration. Students are encouraged to talk with their representatives so that they can better communicate ideas at the monthly student council meetings.

At the end of the school year, senior high elections are held for the following school year. An election for student council vice-president is also held then. This person becomes the student council president during his/her senior year. Persons elected to the student council will be expected to meet academic eligibility requirements and to meet the requirements for remaining in student council as outlined in the Code of Conduct Policy.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Student not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Patrons wishing to purchase activity tickets should contact the activities director.

Student Social Events – Dances

School-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the high school principal and the event shall be placed on the calendar before any public announcement is made. Hours, behavior, and activities related to school sponsored events shall be reasonable and proper.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings. There shall not be Sunday use of school facilities for meetings, practices, or rehearsals by student groups, teams, or organizations without advance approval of the building principal.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the superintendent's office.

The Family Educational Rights in Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 30th to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, or visit their website at <http://www.ed.gov/offices/OII/fpc/> for more information.

STUDENT RIGHTS and RESPONSIBILITIES

Statement of Guiding Principles for Students

Each student has the right to use school as a means for self-improvement and individual growth. In doing so, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Of equal importance is the right of school authorities to prescribe and control – consistent with fundamental and constitutional safeguards – student conduct in the schools.

In exercising this right, building principals, working with staff and students, will attempt to achieve the objectives and follow procedures set forth by board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

The primary objective is the proper recognition and preservation of the student's constitutional rights and allowance for such rights:

Freedom of Expression – Students may freely express their points of view provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours.

Personal Appearance – Restriction on a student's hair style or his manner of dress will be determined where there is a "clear and present danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder" as a result of such hair style or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

Right to Petition – Students are allowed to present petitions to the administration at any time. Collecting signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration – assuming that the petition is free of obscenities, libelous statements, personal attack, advocacy of behavior which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

Student Due Process Rights – Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved, singly and collectively, as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of the other students.

Guidelines for Success

Staff and parents will strive to work together in providing guidance and encouragement for student success. Everyone will be treated with respect and dignity. Any behavior or action that helps someone to grow and mature will be encouraged. Staff will keep students focused on our school guidelines, which are:

- Be responsible.
- Respect everybody and everything at all times.
- Stand up for what you believe.

Staff Guidelines for Teaching Responsibility and Discipline

All staff members contribute to Coon Rapids-Bayard Junior-Senior High School's friendly, inviting environment. We set the tone through our actions and attitudes. Our continuous support and encouragement of students will be demonstrated through four important procedures:

1. We will teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success. We will encourage students to be responsible, to always try, to do their best, to cooperate with others, and to treat everyone with dignity and respect.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. When minor misbehavior occurs, staff will consider misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We will work collaboratively to solve problems that are chronic or severe in nature.

Student Responsibilities

Students at Coon Rapids-Bayard High School will take pride in their efforts to follow our guidelines for success, as previously listed. In the classroom, students will follow the teacher's classroom rules. Because each teacher structures the learning environment a little differently, teachers will clearly communicate their expectations.

As we implement our basic classroom management procedures, we know that the great majority of our students will strive to meet our expectations for self-discipline and responsibility. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we have designed a series of interventions for students who have not been motivated by our school-wide procedures.

Student Misbehavior

Students are expected to follow the rules and regulations that are necessary to carry on an orderly classroom and safe school environment. The following infractions are considered to be severe in nature and will immediately lead to disciplinary action. The minimum action will be the issuance of a "misconduct report." Very serious or habitual offenses could result in an in-school suspension, out-of-school suspension, or a recommendation of expulsion.

- **Physically dangerous behavior: fighting, assault, physical intimidation;**
- **Initiations, Hazing, Harassment or Bullying of other students, school personnel, or volunteers;**
 - First offense – misconduct report and three-day out-of-school suspension.
 - Second offense (at any time while enrolled in grades 7-12) misconduct report and referral to Board for expulsion.
- **Illegal acts, including but not limited to destruction of school or personal property, vandalism, possession of controlled substances on school grounds or at school activities, etc.;**
 - In addition to the sample items listed above, the use of toilet paper to deface school property falls in this category. Students found to be participating in this act of vandalism shall be punished according to this policy.
- **Insubordinate behavior;**
 - Insubordinate behavior is defined as the direct and immediate refusal to comply with a staff member’s reasonable instruction within a specified time period.
- **Disruptive influence on the educational setting;**
- **Improper language or disrespect to the dignity of other students or school personnel.**
 - Includes swearing, making of threats, insults.

Other behavior that is not consistent with this handbook, but does not fit into one of the above categories may also result in a misconduct report. Additionally, students should expect any of the following:

- Notification of parent
- Rule clarification to parent and student
- Reprimand and warning to student
- Possible detention
- Possible Saturday School
- Possible restriction from school activities
- Possible one to three day suspension
- Parent conference may be required

Misconduct Reports

A misconduct report can be issued to a student when it is determined by the principal or the principal and another staff member that a student’s behavior is unacceptable. At the issuance of each conduct report, the student’s parents will be notified by the principal about the nature of the misconduct. Parents are encouraged to confer with school personnel regarding the nature of the misconduct. Students receiving a misconduct report may be ineligible for participation in extracurricular activities during the disciplinary period.

Students should expect the following consequences for receiving multiple misconduct reports in any school year:

- First misconduct report – student will serve a one-day suspension from the class/event/activity.
- Two misconduct reports in the same class/event/activity during the school year – student will serve a three-day suspension from the class/event/activity.
- Three misconduct reports during the school year - student will be removed from the class/event/activity and will receive no credit.
- Four misconduct reports during the school year – student will be suspended for three days out-of-school.
- Five misconduct reports during school year – student will be suspended from school and referred to Board for an expulsion hearing.

Student Suspension

Certain violations can result in a student being suspended from school. Severe violations may result in an out-of-school suspension. Students who are placed on suspension are responsible for obtaining all make-up work they miss while they are on suspension. Credit will not be given if work is not completed at the end of the suspension. Tests missed as a result of suspension will be made up the day the student returns to school after the suspension.

The principal or his/her designee may temporarily suspend a student for a period *usually not to exceed 3 days for disciplinary reasons by following due process procedures. The superintendent or principal may extend the suspension for a total of no more than 10 days.* Suspensions may either be in-school or out-of-school. An in-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. Out-of-school suspension is the removal of a student from the school environment for periods of short duration.

Detention

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the day or after school has been dismissed for the day. Detentions are to be served the same day or the next day following the infraction. It is the responsibility of the student serving detention to arrange his or her own transportation home. All detentions must be served before a student will be allowed to enroll in classes the next school year.

Students should fully understand that any school employee has the authority to correct misbehavior at any time. For example, it is possible that a teacher or other employee may assign a detention to, or make an office referral of, someone who is not in any of his/her classes.

Saturday School

Saturday School will be held each Saturday (as needed) from 8:30 to 11:30 am. Students assigned to Saturday School must bring enough work to remain busy. Sleeping, consuming food or beverage, talking, and visitors will not be allowed. A five-minute break will be provided at the end of each hour. Students who are tardy to, or absent from Saturday School shall be subject to additional disciplinary measures.

Due Process

Students have the right to due process in any action. If questions arise, the principal should schedule a conference with all parties. The student has the right to be represented by counsel for advice. Students may be referred immediately to the Board of Directors with a recommendation for expulsion if the student violation of school rules or safety standards is serious enough to warrant considering expulsion and bypassing other disciplinary interventions.

Due process has occurred when the student has been given:

1. Oral and/or written notice of the charges;
2. The opportunity to admit or deny such charges;
3. An explanation of the evidence against the student if he/she denies the charges;
4. An opportunity to explain the situation.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as:

- eyewitness observation by employees;
- information received from reliable sources;
- suspicious behavior by the student; or
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student
- the nature of the infraction; and
- the emergency requiring the search without delay.

The student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of the students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched

if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Initiations, Hazing and Harassment

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal and other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel they have been harassed or bullied should:

- *Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.*
- *If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:*
 - ✓ *Tell a teacher, counselor, or principal; and*
 - ✓ *Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal, including:*
 - *what, when, where it happened;*
 - *who was involved;*
 - *exactly what was said or what the harasser or bully did;*
 - *witnesses to the harassment or bullying;*
 - *what the student said or did, either at the time or later;*
 - *how the students felt; and*
 - *how the harasser or bully responded.*

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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, familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and other relevant information from any credible source.

Internet Appropriate Use Policy

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet with staff supervision. Individual computer accounts will be issued to students. Electronic mail addresses will not be issued to students by the school district. Students will not be permitted to use any electronic mail address to send and receive mail during the regular school day. Grades 7-12 may send and receive electronic mail before and after regular school hours with staff supervision.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of the information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Student Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate access.)

Employees and students will be instructed in the appropriate use of the Internet. Parents will be required to sign a permission form to allow their student's access to the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and understand the consequences for violation of the policy or regulations.

Students will be expected to abide by the following etiquette when working on any electronic device:

- The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through staff supervision.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

The student whose name an electronic information service account is issued is responsible for its proper use at all times. The student shall keep passwords, personal account numbers, home addresses, and telephone numbers private. The student shall use the electronic information services only under their account.

- The district's electronic information services shall be used for purposes related to education. Any information placed and/or transmitted using the district's service is subject to review by authorized district personnel. Commercial, political, and/or business use of the district's services is strictly prohibited.
- The student shall not enter any chat room.
- The student shall not buy sell any goods or services through the use of the district's Internet services.
- The student must be on the "eligible" academic list to use the district's Internet services. If a student is academically ineligible, that student must have express written permission from a teacher to use the Internet for a specific assignment, or must be accompanied by his or her teacher.
- No student shall transmit, enter sites, and/or store information which contains material that is illegal, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Copyrighted materials may not be placed on the system without the author's permission.
- Uploading, downloading, creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials or the data of another user will be considered vandalism.
- Students shall not access computer accounts other than their own. Only students in grades 7-12 may access electronic mail before or after school, but not during the regular school day.

Dress Code

There is a strong connection between academic performance, students' appearance and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting illegal items for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a more strict dress code may be appropriate, and students must comply with the stricter requirement. Any staff member may require a student to take corrective action regarding any item of clothing that is deemed distracting to the educational environment. (e.g. spaghetti straps, tank tops, and midriff shirts). Students inappropriately dressed are required to change their clothing or leave the school.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Student Vehicles

Students driving motor vehicles to school will be required to conform to state laws and city ordinances and to the following rules pertaining to the school driveways and parking lots:

1. The parking lots and driveways are considered to be off limits to all students upon arrival for the school day.
2. Driving any vehicle during the school day is strictly forbidden. No student car is to be used unless permission is given by the principal.
3. Upon arrival at school, cars should be parked in an appropriate parking space to ensure proper traffic flow. Students should park in spaces not reserved for handicapped, fire lanes, bus loading, or staff. Students are encouraged to remove keys and lock cars prior to entering the building.
4. Following dismissal, students should exercise extreme care in leaving the parking lot as many pedestrians will be present.
5. Permission may be granted by the shop instructor for parking on the east side of the school building and must be class-related.

Driving motor vehicles to school is a privilege. Abuse of the above guidelines may result in the loss of this privilege.

Hall Passes

Students must have permission to be in the hallways when classes are in session. Students may receive written permission to pass in the Hallway Passport section of their handbook. Students who fail to present a written and signed pass from a staff member will not be allowed passing privileges. Teachers will also require that students sign out in their respective rooms before leaving.

While using the hallways and other common areas of the school building, students are expected to abide by the following guidelines:

- Treat everyone and all property, including the school building itself, with dignity and respect.
- Be courteous to each other. Avoid running, shoving, pushing, using inappropriate language, etc.
- Displays of affection are not appropriate at school. Avoid hand-holding, kissing, embracing and other physical contact.
- Use a soft, conversational voice and close lockers quietly.
- Arrive at your destination promptly and with all necessary materials.

Illegal Items Found in School or in Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; and possessing or using tobacco, tobacco products, or look-alike substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the student may be reported to law enforcement officials.

Cheating

Cheating will not be tolerated in the CR-B Junior-Senior High School. 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 is not tolerated.

The first time a student is caught cheating (in any class) on a test, daily paper assignment, quiz, or other assigned class work, the paper will be picked up, the student's parents will be notified, and the student will receive a zero with no credit for that assignment, quiz, or test. The second time a student is caught cheating, he/she will fail that class for the quarter. The third time a student is caught cheating, he/she will fail that class for the semester. "That class" is defined as the one in which the student was caught cheating.

Dual Enrolled Students

Home school or home school assistance programs students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the high school principal.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding school rules on posting and distributing materials.

Student Complaints

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

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

Student Publications

Students may produce official school district publications as a part of the curriculum under the supervision of a faculty advisor or the 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. Copies of the school district publication code can be obtained from the Board Secretary.

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 that is:

- obscene
- libelous
- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules, or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - 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 follow the complaint procedure outlined in the "Miscellaneous" section of this handbook.

Weapons on School Property

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous look-a-likes will be taken from students and others who bring them onto school district property or property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property will be notified of the incident. Possession or confiscation of these items will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

Smoking, Drinking, Tobacco, and Drugs

The use and possession of alcoholic liquor, beer, tobacco, or any controlled substance (other than those prescribed by the individual student's physician) shall be strictly prohibited while under school supervision. Any student violating this rule shall be subject to suspension, or expulsion by the board.

Use of Illegally Controlled Substances

As an educational institution, the Coon Rapids-Bayard Community School District seeks to assist students in the appropriate use of alcohol and other drugs. The use of these substances is recognized as having a potentially serious danger to persons of school age. Hence, the following shall be regarded as a serious violation of the school policy:

- Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school-sponsored events off school grounds at any time, including official school events at other schools;
- Possessing, selling, using, or being under the influence of illegal drugs on school property or at school-sponsored events at other schools.

Each case shall be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and his/her parents shall have the opportunity to discuss the matter with the administrator before he/she makes a decision. Upon verification of facts, penalty for such violation shall be a suspension from school for a minimum of three days. Participation in activities, including practices, shall also be prohibited during the suspension period. Expulsion from the Coon Rapids-Bayard school system shall be considered for repeated offenses or for the selling of a controlled substance.

A student suspended or expelled under this policy, will be allowed to return to classes upon enrollment in a program of substance abuse evaluation by New View Prevention Services or other agency approved by the school. It shall be the responsibility of the student and/or parent to enroll in the program of substance abuse evaluation. All second and subsequent time offenders must enroll in a program for substance abuse evaluation prior to being allowed back into school.

This policy does not affect nor rescind policies in effect for students who may also be penalized through the activity policies of the athletic department or other departments.

School Bus Regulations

1. If a student is to ride a bus other than the one assigned, permission must be obtained from the school office. This requires a note signed by a parent requesting a special bus pass.
2. The driver will not discharge riders at places other than the regular bus stop at the home or school unless school officials give proper authorization.
3. Students are expected to act on the bus the way they are expected to act in the classroom. The driver has the same authority over riders as a teacher has over classroom pupils.
4. Students should converse with each other in normal tones with no loud or vulgar language being used. Students should not converse with the driver when the bus is in motion.
5. Students should not open or close windows without the permission of the driver.
6. Students should not extend their hands, arms, or any other part of their bodies through the bus windows. They should not throw anything out of the windows.
7. Bus riders should help keep their bus neat, clean, and free from damage.
8. If a parent has a complaint against a driver, the director of transportation should be informed. If after talking with the driver no satisfaction is received, the superintendent of schools should be notified and a meeting arranged in the superintendent's office.

Prior to Loading

- Be on time at the designated school bus stop – keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Do not cross the road to the bus unless the bus is stopped and the stop arm is extended. Watch the driver for a signal to cross. Cross in front of the bus only.
- Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the Bus

- A bus driver may assign any student to a seat.
- Students should enter the bus in an orderly manner, no pushing or shoving, and take a seat.
- Absolutely no roughhousing will be permitted.
- Students will remain seated and facing forward at all times.

- Keep books, packages, coats, and all other objects out of the aisles.
- Students should converse with each other in normal tones with no loud or vulgar language being used.
- Students should not converse with the driver when the bus is in motion.
- Bus riders should never tamper with the bus or any of its equipment.
- Older students should help look after the safety and comfort of small children.
- In case of a road emergency, children are to remain in the bus until directed by the driver to do otherwise.
- Pop and snack food are not to be consumed on the bus. (Exceptions may be made for out-of-town trips and will be pre-approved by the administration.)
- Check for your books, overshoes, or other personal articles before leaving the bus.

SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive grade reports in the form of report cards at the end of each quarter and semester. Interim grade reports will also be compiled at the end of each tri-term period. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete work for the class within two weeks after the start of the next quarter. Incomplete work for the spring semester shall be made up within two weeks of the dismissal of school for summer vacation. Students needing to complete this work will attend a summer study session until all work is completed. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Homework

Homework should be an integral and relevant part of every student's instructional program. It should be consistently used throughout the grades and classes. Homework is defined as the extra class activities and assignments that may properly be considered as extensions and enrichment of the regular classroom instructional program.

The purpose of carefully assigned homework should be:

- Practicing research and exploratory activities
- Sharing and discussing ideas
- Reviewing and summarizing materials studied
- Becoming acquainted with references and resource materials
- Organizing students' thoughts linking processes in preparation for classroom activities
- Making up incomplete course or subject assignments

Need homework help? Need information for projects? Find help at www.iowaacaonline.org.

- 10 years of weather data plus severe weather info – *AccuWeather*.
- Training for learning software applications: Adobe Acrobat, Photoshop, Word, Excel, and more – *Atomic Learning*.
- Photos, sound clips, fonts and clipart – *Clipart.com*.
- Full-text magazine and newspaper articles - all grade levels and professional – *EBSCOhost* (Multi-language).
- Photos from around the world from 1840 to today! – *AP Multimedia Archive*.
- Up-to-date information on hot topics / maps / debate info. – *SIRS Researcher*.
- Digital videos, concept clips, photos, clipart, articles – *unitedstreaming*.
- Start your research with *World Book*. Check out the new primary source documents!
- Search the Des Moines Register back to 1999 with *Newsbank*.
- Find great fiction by author, topic, title, or reading level – *NoveList & NoveList K-8*.

Username: **crbayard2** Password: **aea11**

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless excused by the principal.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by *March 1* of the school year preceding the school year in which they wish to open enroll unless there is good cause. *Open enrolled students from low-income families may qualify for transportation assistance.* Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Class Loads

Students are required to take a full load of classes each semester. This means that each student carries at least six full credit classes and physical education. Students receive $\frac{1}{4}$ credit per semester for physical education ($\frac{1}{2}$ credit per year). Instrumental and vocal music counts as part of the class load of six courses.

Adding/Dropping Classes

A student (9-12) may change or add a course two weeks before school starts or during the first three days of the school. No changes will be made after the first three days of school without permission of the guidance counselor and principal. A student may change or add a second semester course during the first three days of the second semester. No changes will be made after the first three days without the permission of the guidance counselor and principal.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a pass. All privileges (beverages, library, locker, restroom, *telephone*, etc.) are extended after the first ten minutes of class, providing that students have started the study hall on task and are working satisfactorily.

Honor Roll

The school district honors those who excel academically. These honor roll divisions are used in determining students who are eligible for the Honor Roll:

High School (Grades 9-12)

3.67 – 4.00 'A' Honor Roll
3.00 – 3.66 'B' Honor Roll

Junior High School (Grades 7-8)

'B' Average for both quarters in same semester

Academic Letter

Any student who has achieved a grade point of 3.25 or higher for *both semesters of the same school year* while in high school (9-12), and is not in violation of the Code of Conduct Policy, receives an Academic Excellence letter.

Academic Eligibility for Extracurricular Activities

Under Iowa law, students must receive passing grades in all courses the previous grading period to participate in athletics and other state-sponsored activities. Students who do not meet this requirement are not allowed the privilege of participating in these activities. *The full text of this policy appears at the back of this Handbook.*

Post-Secondary Enrollment Options

Students may receive college credit for successfully completed courses at CR-B through community colleges (DMACC) or state universities. The school district will pay up to \$250 of the cost of a course. The school district pays only for courses that are not offered by the high school and that are offered during the regular school year by the community college or state university. The school district does not pay for the cost of summer school classes.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, the parents of students under age 18 shall sign a form indicating they are responsible for the cost of the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control including, but not limited to the students incapacity, death in the family, or a move to another school district. Students interested in participating in this program should contact the guidance counselor.

Early Graduation

Students who will meet the graduation requirements set forth by the board prior to the end of their senior year may apply to the high school guidance counselor for early graduation. In order to graduate early, students must have the approval of the superintendent and principal and receive the approval of the board. Students must apply several months prior to the completion of the graduation requirements in order to secure the necessary approvals. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for prom and graduation ceremonies.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving disciplinary consequences at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. Students not meeting graduation requirements will not be allowed to go through commencement exercises.

Graduation Requirements

Under state law, the board of directors has the responsibility to formulate policies, consistent with Iowa Code and the standards set forth by the Department of Education that students must meet to be eligible for high school graduation. The educational standards and minimum requirements set by the Department of Education will be strictly observed.

To receive a high school diploma from the Coon Rapids-Bayard School District, a student must have earned a minimum of 45 credits in grades nine through twelve. The graduation requirements approved by the board are as follows:

Language Arts	8 credits	Social Studies	6 credits
Science	6 credits	Mathematics	6 credits
Physical Education	1.5 credits	Fine Arts/Practical Arts	4 credits
Electives	13.5 credits	<i>(Minimum of 1 credit in each area required)</i>	

Courses in the areas of language arts, fine/practical arts, math, social studies, and science taken beyond the requirements are counted as part of the elective credits.

Independent Study

Any junior or senior student wishing to take an Independent Study course must first receive approval from the teacher and guidance counselor. A Directed Study Application must then be completed, outlining the anticipated study project, including purpose, objectives, possible resources, and references. The Directed Study Application form must be filed with guidance counselor for final approval. Independent Study courses shall be limited to one per semester.

Physical Education Exemptions

Iowa Administrative Code 281 – IAC 12.4(5)f allows for the following exemptions from the requirement that all students be enrolled in a physical education class:

- *Grades 1-12: Religious Exemption – Physical education and health exemption. A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs.*

- *Grade 12: Athletic and Academic Exemptions -- A 12th grade student may be excused from the physical education requirement by the principal of the school in which the student is enrolled under one of the following circumstances:
 - 1.) *The student is enrolled in a cooperative, work study, or other educational program authorized by the school which requires the student's absence from the school's premises during the school day.*
 - 2.) *The student is enrolled in an academic course not otherwise available.*
 - 3.) *An organized or supervised athletic program which requires at least as much participation time per week as one-eighth unit of physical education.**

- *Grades 9–11:*

- *Students in grades 9-11 may be excused from the physical education requirement to enroll in academic courses not otherwise available to the student if the board of directors of the school district in which the school is located, or the authorities in charge of the school if the school is a nonpublic school, determine that the students from the school may be permitted to be excused from the physical education requirement. (THIS OPTION IS NOT PRESENTLY AVAILABLE AT COON RAPIDS-BAYARD)*

- *A student may be excused by the principal of the school in which the student is enrolled, in consultation with the student's counselor, for up to one semester, trimester, or the equivalent of a semester or a trimester, per year if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. The student seeking to be excused from the physical education requirement must, at some time period during which the excuse is sought, be a participant in an organized athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student is excused.*

Promotion and Retention

Students who are expected to be in attendance and to complete all credits and course work required, as outlined by the board of directors in order to receive a diploma. Any required course work not successfully completed will need to be repeated. Students should maintain a regular contact with the guidance counselor regarding the completion of requirements and courses leading to the high school diploma. Graduating seniors may be enrolled in correspondence course work in order to satisfy a graduation requirement for a previously failed class or classes.

It is the responsibility of the school to keep parents informed of their student's progress in school. It is the student's responsibility to be aware of his/her own progress by checking periodically with teachers. At the midway point of each grading period, teachers are expected to inform parents of students who are not passing, who are not performing up to their potential, or who are incomplete and falling behind in class. Student failure is to be preceded by proper notification of parents. Staff members are also encouraged to contact students and/or parents anytime during the school year when students fall behind in class work. School regulations regarding promotion and retention are intended to promote a sense of accomplishment for the student and the school. It is not the intent of the school district to encourage failure. However, if failure occurs, it should not come as a surprise to parents or students.

Beginning with the freshmen class in the Fall of 2004, senior high school students will be promoted to the next grade based on the number of credits successfully completed. Below are the required credits to be considered a member of each senior high school class:

<u>At least...</u>	<u>But less than...</u>	
Freshman		10.5 credits
Sophomore	10.5 credits	21.0 credits
Junior	21.0 credits	31.5 credits
Senior	31.5 credits	

Semester Tests

Junior high students do not take semester tests; however, 8th grade students do take a final test at the end of the 8th grade year. The results are used only to better a student's final grade. The intent of the semester test is to give the 8th graders experience in taking semester tests, which are required in high school. Students will be required to reach a predetermined level of competency prior to receiving their final grade.

All high school students are required to take a comprehensive semester test in each class, each semester, with the exception of seniors in the spring semester. The semester test will constitute 20% of the semester grade. Teachers have the option to create a comprehensive project in lieu of a written test. However, when projects are allowed, the same expectations will be in effect: the project must be of a comprehensive nature and will account for 20% of the student's semester grade.

Uniform Grading Scale

Teachers in grades 7-12 use the following uniform average grading system:

90-100	A	Superior, complete, possibly exceeding course requirements, showing independence,
80-89	B	Good, accurate, completing course requirements, motivated, seldom needing
70-79	C	Average, meeting the basic course requirements
60-69	D	Below average, occasionally not meeting basic course requirements and needing attention
50-59	F	Failing, not meeting the basic course requirements, assignments incomplete or missing (not done), indicates failure to do the type of work for which the student is capable
INC	I	Student made no attempt to complete work; result is an incomplete grade until work is submitted for teacher approval

MISCELLANEOUS

Building Assistance Team

The Junior/Senior High School operates a Building Assistance Team (BAT) as needed. The purpose of the BAT is:

- To give ideas to teachers and support them in dealing with student behavior/performance issues;
- To support teachers with the integration of students with disabilities; and
- To help teachers meet the learning needs of all students.

Student and parents may periodically be asked to attend these meetings in an effort to gather feedback concerning specific issues or challenge.

Cafeteria

The district operates a school lunch and breakfast program in its school buildings. The purpose of the program is to provide nutritional, balanced meals to the students of the school district on a self-supporting, non-profit basis and to utilize the program as an instrument for the teaching of nutrition education.

School food service facilities are provided to serve students and all school personnel when school is in session and during school-related activities. Facilities may also be used under the supervision of the Director of Food Services for food service to: (1) teacher or other school personnel groups; (2) parent-teacher meetings; (3) civic organization meetings for the purpose of better understanding the school, and (4) senior citizens.

Students may either bring their own lunches to school or purchase a lunch and other items available through the school lunch program, as the lunch period is closed and students are not permitted to leave school to go home or elsewhere for lunch. Students wishing to purchase items from the school lunch program must deposit a sum of money in their personal lunch account prior to making any purchases. Each account will have a confidential four-digit personal identification number that must be used before each purchase transaction. The lunch period is approximately 20 minutes. Students are required to remain in the commons – the hallways, parking lot and cars, and locker rooms are off limits. Student behavior guidelines apply to all breakfast and lunch service events. Those guidelines are found in the “Hallway Passes” section of this handbook.

Children who attend school in the district will be provided nutritionally acceptable meals at no cost or at reduced cost if they are unable to pay the regular price. Whether or not a particular child is eligible for free or reduced price meals or milk will be determined by the building principal, in accordance with guidelines set by the National School Lunch Program. Students whose families meet income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal, secretary, or any office personnel for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Candy, Food, and Beverages

Water, juice, and other beverages are available for sale throughout the school day while students are in the commons for study hall or meals. Food items may be purchased as a part of the ala carte menu available during lunch serving time. All food items are to be consumed in the commons.

Citizenship

Being a citizen of the United States, of Iowa, and of the Coon Rapids-Bayard School District community entitles students to special privileges and protections. Additionally, students are required to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As a part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens. As a part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school.

Class Parties

There will be no class parties, birthday parties, etc. during the operation of the normal academic school day. All parties and/or activities are to be arranged through the office and held after school hours.

Entering and Leaving the Building

Students are to enter the building at a main entry way upon arrival at school. The three exits are the on the west side of the building: the main office door, the guidance door, and the locker room door. All other exits are to be used as fire and/or emergency exits only.

Students given permission to leave school grounds during the school day must check out with the principal’s office when leaving and must check in with the principal’s office upon their return. No teacher has the authority to issue a permit to leave the building or to send a student on an errand outside the building without the principal’s permission. Students leaving the school without proper permission will be considered to be truant with the accompanying consequences of parental notification, detention, and/or suspension.

Guests in the School

The CR-B Junior /Senior High School welcomes the active interest of parents and citizens in our school and invites the community to visit at any time. However, since school is a place of work and learning, certain limits must be established. Therefore, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school shall be termed a “visitor.”
2. Any visitor to the school must report to the office of the principal upon arrival at the school; failure to do so may lead to legal charges.
3. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with outside visitors.

Guidance and Referral Services

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services, and placement services. Each of these categories is interdependent and assists students with their

personal, educational, and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

In support of our students, the school district has access to various referral agencies for child abuse, teenage suicide, family counseling, mental health services, and drug and alcohol rehabilitation. These agencies are available for assessment and/or counseling of individual and family needs. Contact the guidance counselor or school nurse for inquiries and additional information.

Homeless Students

If your family lives in any of the following situations: In a shelter, motel, vehicle, or campground; on the street; In an abandoned building, trailer, or other inadequate accommodations; or doubled up with friends or relatives because you cannot find or afford housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. To find out more about these rights and protections, contact the school district liaison for homeless education at (712) 999-2208 or stop by the district offices at 905 North Street in Coon Rapids.

Inspection of Educational Materials

Parents and other members of the Coon Rapids-Bayard School District Community may view the instructional materials used by students. Copies may be obtained according to board policy. Test and assessment material, *such as the Iowa Assessment test booklets*, are only available for inspection with the consent of the superintendent. Persons wishing to view *classroom* instructional material or to express concerns about *classroom* instructional materials should contact the principal.

Legal Status of a Student

If a student's legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Library/Media Center Usage

The school library/media center (LMC) is available to students during school hours. The LMC is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the LMC. The LMC is here to serve your needs. So that all students may benefit from its use, the following rules are in effect:

- No food or drink.
- Quiet voices.
- Students are required to have a pass to enter or leave the LMC.
- Sign-out sheets must be used for restroom, locker, and office privileges.
- Computers are for educational purposes: no games and no chat room use is permitted.
- Students may use e-mail software before and after school only.

Lost and Found

A lost and found department will be maintained in the office. If you find an article of value, please turn it in to the office. If you have lost anything, go to the office to report it and inquire about it. The following advice is given to assist in the care of your personal property at school and to help prevent theft:

- Keep your hall locker locked at all times when not being used.
- During physical education or other activity that requires a change of clothing, leave your valuable items such as billfolds, purses, jewelry, etc. locked in a locker or make arrangements with the instructor/sponsor to have these items secured.
- The office and staff will attempt to help you by discouraging hall traffic while classes are in session.

National Anthem

When the National Anthem is being played, all in attendance are expected to remove hats and stand at attention with arms at their side or their right hand over their heart.

Open Gym

School district facilities are generally available to students for recreation, practice, and skill betterment purposes. However, at all times, students must be supervised by a staff member who is present and takes responsibility for supervising the activity and for securing all facilities when complete.

Open gyms are subject to the following restrictions:

- The supervisor shall not engage in any type of coaching nor participate during supervision.
- Attendance by students is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
- Open gym shall not be called for specific sports.
- An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising open gym.

Personal Copies

The office copy machine is generally for school business. However, students who need to make personal copies may bring their request to the office secretaries. Students should not expect immediate copies. Please plan accordingly, allowing at least 24 hours for copies to be made. Any copy request that is not accompanied by a copy authorization from a teacher will cost \$0.10 per page. Payment is expected at the time the copies are made.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal by *10:00AM to be included the same day.*

Student Photographs

A professional photography studio is contracted to take student photographs for use in the annual, composite class pictures, and for personal use. Photographs are generally taken during the fall of the year during the school day. Students are notified in advance of the upcoming picture-taking opportunity and receive a package of material outlining the various picture package options and their respective cost. No one is required to purchase any of the pictures.

School Purchases

Any student making a purchase for the school or one of its organizations must have the approval of the school sponsor, the athletic director, and/or the principal. Bring a slip authorizing your purchase signed by the sponsor/faculty member in charge of your organization when making a purchase. Do not pick up a bill from the local stores, as these will be sent to the school for payment.

Telephone and Use of Electronic Devices

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students called from class or another school activity to receive a telephone call. Students needing to make phone calls should use the student phone located in the main entryway between classes or during lunch. *Long distance calling cards are available for sale in the office.*

Cellular telephone use is not permitted during *class time without the permission of the teacher.* If a phone call must be made, it should be done between classes *in the hallway.* *Students may also use cell phones during study hall for a maximum of four (4) minutes and during lunch time.* Students using cell phones at other times or in other locations will be considered to be causing a disruptive influence and will be subject to disciplinary action under the student discipline guidelines. *Students using cell phones to cheat on school work shall be dealt with under the cheating rules.* Absolutely no cellular phone use will be permitted at any time in school locker rooms or restrooms.

The use of electronic devices shall be governed by the classroom teacher or supervisor assigned to the area.

Work Release

Students who wish to be excused from school for employment and/or work at home are expected to meet the following qualification standards:

- Take a required course load leading to graduation.
- Maintain a “C” grade average.
- Maintain passing grades in all classes.
- Remain in school until all classes have met.
- Ensure that a current work schedule is on file with the principal.

Students on the work release program will be taken off work release and placed in school the entire day if these standards are not maintained. For more information or to apply for this program see the principal.

STUDENT ACADEMIC ELIGIBILITY

Rationale

Extra-curricular activities are an important segment of the Coon Rapids-Bayard Community High School educational program. Recognizing the prime importance of the student's classroom success in the educational program, the following student academic eligibility rules are designed to aid and encourage students in maintaining satisfactory educational progress and in emphasizing to the students the importance the district places on maintaining satisfactory classroom work. Academic progress will be reported every three weeks during the school year. Eligibility to participate in a game, contest, or event will be based on the student's ability to pass all but one of their scheduled classes during this tri-term (3-week) grading period.

Required Course Load

Each high school student must take a minimum of 6 classes plus PE to be considered a full-time student, eligible for extra-curricular participation. Exceptions may be granted (by the principal teacher) to junior and senior level students who participate in college-credit, AP, or DMACC Consortium classes as a part of their course load.

Tri-Term Reporting

All students taking the required course load will begin each school year academically eligible to participate in extra-curricular activities. Grades will be reviewed every three weeks, a period of time referred to as a 'tri-term.' Students receiving no more than one failing grade on the tri-term review date will retain their eligibility to participate in extracurricular activities and will remain eligible until the next tri-term reporting period.

Students receiving more than one failing grade on the tri-term review date will not be allowed to participate in extracurricular activities the following week. Academic eligibility for these students will become a week-to-week determination until the next tri-term reporting period. Students meeting eligibility requirements at the end of the week will be allowed to participate for the following week. Students not meeting eligibility requirements will continue the period of ineligibility until such time that they meet the requirements as outlined in this policy. *NOTE: The first tri-term reporting date in each semester of study will be informational only and shall not be used to determine eligibility. The second report in each semester shall commence the eligibility/ineligibility process.*

For academic eligibility purposes, INCOMPLETE grades may be considered as failing on the discretion of the principal teacher.

Quarter Grades

Academic eligibility at the end of each Quarter (9-week grading period) will be determined in the same manner as the tri-term reporting process.

Semester Grades

Academic eligibility at the end of the Semester (2 quarters) will be determined according to State of Iowa rules for extracurricular participation [281-IAC 36.15(2)]. At the end of each semester, eligibility will be granted only to those students who successfully pass all classes. Students meeting this standard will be granted academic eligibility through the end of the next tri-term reporting period.

- *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. (Source: IHSAA & IGHSAU)*
- *If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA (or IHSSA) or any IHSMA (or IHSSA) –sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. (Source: IHSMA & IHSSA)*

At the start of a new semester, academic eligibility will be determined by the tri-term reporting process outlined in this policy.

Incomplete Grades

Students with one or more incomplete grades at the end of the quarter/semester, have two calendar weeks to change the incomplete to a passing grade. If after two weeks, the incomplete remains unchanged or is changed to a failing grade, the incomplete will be treated as if it were a failing grade on the grade report.

Any incomplete work due to extended illness is to be discussed with student, teacher, and principal teacher. The grade assignment following the allotted time for make-up work due to long-term illness will be the grade utilized in determining eligibility.

Student Eligibility for Grades 7-8

1. The student must be passing all classes to participate in extracurricular activities.
2. Student eligibility will be determined on a weekly basis and will be based on the cumulative grade for the current grading period. On the last school day of each week, each teacher having junior high students will submit to the principal a list of any students not currently passing.
3. Any student with a failing cumulative grade for the week will be ineligible for the following week.
4. Student may regain their eligibility when their cumulative grade is passing for all courses on the last day of school of any week.

EXTRACURRICULAR CODE OF CONDUCT

It is the policy of the school district that participation in extracurricular and co-curricular activities is a privilege. Those who willingly choose to participate in these activities also choose to make a commitment to a higher standard of behavior and to serve as a role model for others within our district. Therefore, certain conduct shall be deemed inappropriate by a participant of the school's activities program. The rules and standards that govern this participation have been developed with the best interests of the participants, the activity sponsors, and the school district in mind.

Before a student participates in an extracurricular or co-curricular activity, it is his/her responsibility to be clearly aware of the philosophy, opportunities, rules, and procedures that will govern his/her participation. This policy will be in effect for all participants through the twelve-month calendar year, twenty-four hours a day, both in and out of school, and shall govern all school related activities.

A student whose conduct is deemed to be inappropriate is in violation of the school's philosophy of extracurricular and co-curricular activities. This conduct shall be viewed as a student's present inability to represent the ideals and standards of the school district. The following is a list of violations:

1. **Possession or use of alcohol, tobacco, and/or other illegal drugs. A person who tests positive for use or who is credibly determined to have been drinking, ingesting or holding alcohol or drugs suggesting personal usage, will be presumed to have 'used' alcohol, tobacco, or drugs.**
2. **Committing other illegal acts not involving alcohol, tobacco, and/or other illegal drugs. (Examples might include: vandalism, criminal mischief, stealing, assault, etc.) Minor traffic violations are not included.**

It is the responsibility of all CR-B employees to report any violation of this policy they see to the athletic director, activity sponsor, or principal. Violations of this policy are cumulative throughout the high school career, beginning with grade nine and ending upon graduation or the completion of the fourth year of eligibility. The Code of Conduct shall be enforced in the junior high (7-8th grades) and in the high school (9-12th grades), but will not be cumulative from junior high to high school. Students will begin high school (grade 9) with no violations.

Disciplinary Action

The punishment for violations shall be determined by the District Code of Conduct and shall be administered using the criteria to follow:

Embarrassing Situation

Students are encouraged to avoid attendance at parties or group gatherings where alcohol, tobacco, and/or other drugs are being consumed illegally or other illegal acts are being committed. A student who knowingly attends this type of function is not abiding by the spirit of this policy, whether participating in illegal activity or not.

It is the responsibility of the student to leave any function where illegal acts are occurring. Continued attendance at this type of gathering shall be deemed as inappropriate behavior. Should the student be found guilty of an illegal act, the student shall be punished under the guidelines, below.

First Violation

Individuals committing a first violation of the Code of Conduct will be ineligible for participation in extra curricular activities for one-third(1/3) of the scheduled event dates in the current and/or next activity in which the student is a 'bona fide participant.' A student is a bona fide participant in any activity in which he/she has previously participated in their high school career. Students in grades 7-9 are considered bona fide participants in all activities in which they choose to participate. Athletic and non-athletic activities may be combined to enable the student to serve his/her period of ineligibility. A table for event calculation is included as an appendix to this section of the Student & Family Handbook.

The participant has the sole responsibility of reporting his/her violation. Violations may be reported to any high school faculty member or administrator. The student is to be held accountable for his/her conduct as it relates to the provisions of this policy. A student who does not report a violation of this policy, as outlined above, prior to participation in an event/performance shall be declared ineligible for one year.

In an effort to provide further education and reinforcement for a substance-free lifestyle, the student will complete a licensed and certified program, such as the Juvenile Alcohol and Drug Education (JADE) program provided by New View Prevention Services. Arrangements for the program can be made through the school, but must be paid for by the

student and his/her family. Violations not involving drugs, alcohol, tobacco, or other controlled substances shall not require the completion of a substance-abuse program. Additionally, the student will perform 10 hours of community service. In order to promote a spirit of family unity and to develop a better understanding of the purpose of community service, the parent (guardian) may help the student in supervision and task work, and thereby receive two hours of credit for each hour of service. In other words, parent and student working together equals double credit for community service, thus cutting the time in half.

The student is also required to have a conference with a faculty member of his/her choice. Failure to satisfactorily complete any portion of this program will result in an indefinite period of continued ineligibility.

Second Violation

A second offense violation will carry with it an ineligibility period of two-third (2/3) of the scheduled even dates in the current and/or next activity in which the student is a 'bona fide participant.' A student is a bona fide participant in any activity in which he/she has previously participated in their high school career. Students in grades 7-9 are considered bona fide participants in all activities in which they choose to participate. Athletic and non-athletic activities may be combined to enable the student to serve his/her period of ineligibility. A table for event calculation is included as an appendix to this section of the Student & Family Handbook.

The participant has the sole responsibility of reporting his/her violation. Violations may be reported to any high school faculty member or administrator. The student is to be held accountable for his/her conduct as it relates to the provisions of this policy. A student who does not report a violation of this policy, as outlined above, prior to participation in an event/performance shall be declared ineligible for one year.

In an effort to provide further education and reinforcement for a substance-free lifestyle, the student will undergo a Substance Abuse Evaluation by a licensed and certified substance abuse counselor. The results of this evaluation will be shared with the school and the student must agree to abide by the professional recommendations of the counselor(s). Arrangements for the program can be made through the school, but must be paid for by the student and his/her family. Failure to satisfactorily complete this evaluation or failure to follow the related professional recommendations will result in an indefinite period of continued ineligibility. Violations not involving drugs, alcohol, tobacco, or other controlled substances shall not require the completion of a substance abuse evaluation by the student.

Additionally, the student will perform 20 hours of community service. In order to promote a spirit of family unity and to develop a better understanding of the purpose of community service, the parent (guardian) may help the student in supervision and task work, and thereby receive two hours of credit for each hour of service. In other words, parent and student working together equals double credit for community service, thus cutting the time in half.

The student is also required to have a conference with a faculty member of his/her choice.

Failure to satisfactorily complete any portion of this program will result in an indefinite period of continued ineligibility.

Third and Subsequent Violations

A third conduct code violation will result in the participant being ineligible for a period of one calendar year beginning immediately upon the disclosure of said violation. The participant has the sole responsibility of reporting his/her violation. Violations may be reported to any high school faculty member or administrator.

Additionally, the student will perform 40 hours of community service. In order to promote a spirit of family unity and to develop a better understanding of the purpose of community service, the parent (guardian) may help the student in supervision and task work, and thereby receive two hours of credit for each hour of service.

Failure to satisfactorily complete any portion of this program will result in an indefinite period of continued ineligibility.

Special Provisions

- A. When national, state, or regional policies conflict with this policy, the more stringent policy shall be applied. 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 policy regarding practice.
- 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 for one calendar year. However, exclusion from such activities shall not be used to fulfill a student's period of ineligibility.

- C. Punishments for first through fourth offenses may be substituted which are less than standard punishments stated in cases of compelling mitigating circumstances at the sole discretion of the decision maker.
- D. Students must complete season/activity in good standing. If a student chooses to join an activity already in progress in order to complete ineligibility, admission to the activity is subject to coach/sponsor approval.
- E. *Offenses for students in non-athletic events shall be enacted as written minus the period of ineligibility.*

Transfer Rule

Any student declared ineligible or who withdraws to avoid punishment under a prior district’s conduct code, and then without having completed the full period of ineligibility at that school, transfers to Coon Rapids-Bayard Jr/Sr High School, will not be eligible for extra curricular, co-curricular, or other activities listed in the Code of Conduct. Full eligibility will be reinstated only when the full period of ineligibility, which would be applicable if the student had remained in the previous school, is fulfilled. In other words, the punishment follows the student.

Appeal

If the parent or guardian does not accept the decision of the Code of Conduct administrator, he/she may appeal to the Superintendent of Schools. The Superintendent shall review the incident and the penalty. A decision will be made regarding the appeal and parents notified within 7 days. During the appeal a student shall remain ineligible pending a decision by the Superintendent.

Should the parent or guardian not accept the decision of the Superintendent, he/she may appeal to the Board of Educational Directors. The Board shall hold a hearing to review the incident and penalty. A decision shall be made regarding the appeal and parents notified within 3 days. During the appeal, a student shall remain ineligible pending a decision by the Board.

Scheduled Event Dates/One-Third/Two-Thirds				
<u>Activity</u>	<u>JH</u>	<u>Frosh</u>	<u>JV</u>	<u>Varsity</u>
Volleyball	9/3/6	12/4/8	12/4/8	15/5/10
Football	6/2/4	NA	9/3/6	9/3/6
Cross Country	7/2/4	NA	10/3/6	10/3/6
Basketball	12/4/8	NA@	12/4/8	21/7/14
Wrestling	9/3/6	NA	15/5/10	15/5/10
Track	7/2/4	NA	NA	12/4/8
Golf	NA	NA	12/4/8	12/4/8
Softball	NA	NA	40/13/27	40/13/27
Baseball	NA	NA@	40/13/27	40/13/27
All others	To be determined on a case by case basis.			

NOTE: *At time of print, finalized schedules for all events were not yet available. Therefore, changes to the above chart may be made at a later time.*

DISEASES REPORTABLE TO IOWA DEPARTMENT OF PUBLIC HEALTH DISEASE REPORTING HOTLINE: 800-362-2736 SECURE FAX: 515-281-5606		
REPORTING Reporting daily by fax or phone promotes and protects the health of Iowans		
OUTBREAK REPORTING Outbreaks of any kind, unusual syndromes, or uncommon diseases should be reported immediately by phone. These could be infectious, environmental or occupational in origin including food-borne outbreaks and illness secondary to chemical exposures (e.g., pesticides, anhydrous ammonia).		
BIO-terrorism REPORTING Diseases or syndromes of any kind caused by a biological, chemical or radiological agent or toxin when the provider reasonably believes or suspects that the agent or toxin may be the result of a deliberate act such as terrorism should be reported immediately by phone. Examples of these agents or toxins include (but are not limited to) anthrax, mustard gas, sarin gas, ricin, tularemia and smallpox.		
REPORTABLE DISEASE / CONDITION	REPORTING REQUIREMENTS	MAXIMUM TIME FRAME
Acquired immune deficiency syndrome (AIDS) and AIDS defining conditions	Mail "Pediatric or Adult Confidential Case Report" form. Laboratories: Mail copy of lab report or the "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form	Weekly
Anthrax	Report by phone, fax or mail.	Weekly
Betulaemia	Report by phone - 800-362-2736.	Immediately
Brucellosis	Report by phone, fax or mail.	Weekly
Campylobacteriosis	Report by phone, fax or mail.	Weekly
Chlamydia	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form	Weekly
Cholera	Report by phone - 800-362-2736.	Immediately
Cryptosporidiosis	Report by phone, fax or mail.	Weekly
Cyclospora	Report by phone, fax or mail.	Weekly
Diphtheria	Report by phone - 800-362-2736.	Immediately
Encephalitis, arboviral (e.g., West Nile, St. Louis, LaCrosse, WEE, EEE, VEE)	Report by phone, fax or mail.	Weekly
Enterococcus, invasive disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500.	Weekly
Escherichia coli O157:H7 and related diseases including HUS	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500.	Weekly
Gardiasis	Report by phone, fax or mail.	Weekly
Gonorrhea	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Haemophilus influenzae type B, invasive disease	Report by phone - 800-362-2736. Laboratories: send isolates to University Hygienic Lab (UHL) - 319-335-4500	Immediately
Hansen's disease (Leprosy)	Report by phone, fax or mail.	Weekly
Hantavirus syndromes	Report by phone, fax or mail.	Weekly
Hepatitis A, B, C, D, E	Report by phone, fax or mail.	Weekly
Human immunodeficiency virus (HIV) infection including HIV-exposed newborn infants	Mail "Pediatric or Adult Confidential Case Report" form. Laboratories: Mail copy of lab report or the "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form	Weekly
Legionellosis	Report by phone, fax or mail.	Weekly
Listeria monocytogenes, invasive disease	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500.	Weekly
Lyme disease	Report by phone, fax or mail.	Weekly
Malaria	Report by phone, fax or mail.	Weekly
Measles (rubeola)	Report by phone - 800-362-2736.	Immediately
Meningococcal, invasive disease	Report by phone - 800-362-2736. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500.	Immediately
Mumps	Report by phone, fax or mail.	Weekly
Pertussis	Report by phone, fax or mail.	Weekly
Plague	Report by phone - 800-362-2736.	Immediately
Poliovirus	Report by phone - 800-362-2736.	Immediately
Pottariosis	Report by phone, fax or mail.	Weekly
Rabies (human and animal)	Report human cases by phone - 800-362-2736. Report animal cases by phone, fax or mail.	Weekly
Rocky Mountain spotted fever (RMSF)	Report by phone, fax or mail.	Weekly
Rubella (including congenital)	Report by phone, fax or mail.	Weekly
Salmonellosis (including Typhoid fever)	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500.	Weekly
Severe acute respiratory syndrome (SARS)	Report by phone - 800-362-2736.	Immediately
Shigellosis	Report by phone, fax or mail. Laboratories: send isolates to University Hygienic Lab (UHL) - 319-335-4500	Weekly
Smallpox	Report by phone - 800-362-2736.	Immediately
Staphylococcus aureus (invasive disease)	Laboratories: Mail only the number of isolates to University Hygienic Lab (UHL).	Quarterly
Mediclin-resistant, invasive disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500	Weekly
Vancomycin-resistant	Report by phone - 800-362-2736. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500	Immediately
Streptococcus pneumoniae, invasive disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500	Weekly
Streptococcus, Group A, invasive disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319-335-4500	Weekly
Syphilis	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Tetanus	Report by phone, fax or mail.	Weekly
Toxic shock syndrome	Report by phone, fax or mail.	Weekly
Trenchosis	Report by phone, fax or mail.	Weekly
Tuberculosis	Report pulmonary and laryngeal (infectious) by phone - 800-362-2736. Report extra-pulmonary by phone, fax or mail.	Immediately
Viral hemorrhagic fever (VHF) (e.g., Lassa, Marburg, Ebola, Crimean-Congo, South American)	Report by phone - 800-362-2736.	Immediately
Yellow fever	Report by phone - 800-362-2736.	Immediately

Reporting of the above diseases is required by Iowa Administrative Code [641] Chapter 1

Iowa Department of Public Health/Center for Acute Disease Epidemiology

Lucas State Office Building, 321 E. 12th Street Des Moines, Iowa 50319-0075 Phone - 800-362-2736 Secure fax - 515-281-5698

Visit our web site at <http://www.idph.state.ia.us>

STD questions - call 515-281-3031.....HIV/AIDS questions - call 515-242-5150.....Immunization questions - call 515-281-4938.....TB questions - call 515-281-7504

Reporting forms may be obtained by calling 888-368-6696

Cell Phones

Issues for Your Consideration

➤ Health & Safety

While cell phones provide users with a constant connection to the outside world, they are not necessarily without hazard. For instance, research is only beginning to unveil the effects of cell phone use on the human body. At the University of Washington, Dr. Henry Lai has concluded that brain cells are clearly damaged by microwave levels far below the U. S. government's "safety guidelines." Dr. Lai notes that tiny doses of radio frequency can cause cumulative damage over time. He warns that public exposure to radiation from wireless transmitters "should be limited to a minimum."

Probably the most widely considered safety hazard, though, comes from those who choose to use their cell phones while driving. Incidents of traffic accidents and even fatalities have been on a continual rise due to the increased use of cell phones. The fact is that talking (or worse yet -texting!) on a cell phone while driving is not only dangerous, it's actually become illegal in some states. The bottom line here is this: vehicles operation requires your UNDIVIDED ATTENTION.

➤ Responsibility

As the saying goes, "*Just because you **can** do something doesn't mean you should!*" Certainly this adage is true for the cell phone in today's society. Having a cell phone can be a tremendous joy for many young adults. However, that joy must be balanced by the need to use the thing responsibly. Here are a few examples:

- Just because you can use your cell phone to take a picture of your friend as he undresses for PE class, it doesn't mean that you should. In fact, as a general rule, cell phones should NEVER be used in a restroom or locker room. Additionally, always ask before taking a picture of someone.
- Just because you can load your favorite rap song on your cell phone as a ring tone, it doesn't mean that you should. Keep cell phone ring tones reasonable and reasonably pitched.
- Just because you can call someone doesn't mean that you should. Be aware of what others are doing before you call. Sending a text message to a buddy who's in math class is NOT a good idea. Calling a parent in the middle of a business meeting isn't either. Use your cell phone wisely, grasshopper.

➤ Respect

Why do many of us place a higher value on an incoming cell phone call than the company of those we are physically with? But, this happens all the time. The general rule of etiquette is that it is RUDE to interrupt a 1-on-1 conversation to answer a cell phone – unless you are expecting an important call and have pre-warned your acquaintance about this possibility. If so, then excuse yourself and be as brief as possible. Additionally, it is also in poor taste to hold a cell phone conversation within 20 feet of others. Remember – space it out.

Have you ever been at the movies and heard someone's cell phone ring? Worse yet, did the person answer it and hold a conversation during the movie?! How RUDE! In public places, use the "Screaming Baby" guideline: turn your phone off in any space where you would be embarrassed to be holding a screaming baby.

Lastly, don't assume that the counter person at McDonald's doesn't care that you're on the phone while placing your order for a #1 – supersized! Bottom line: it's rude. Always complete your phone conversation before attempting to initiate a face-to-face conversation with anyone else.