

# Coon Rapids-Bayard CSD Student Handbook



**2021-2022**

## **Equal Educational Opportunity**

The Coon Rapids-Bayard Community Schools is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, or disability as required by **Title VI, Title IX, and Section 504.**

Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. **For information regarding civil rights or grievance procedures, contact Superintendent of Schools, Coon Rapids-Bayard Community Schools 905 North Street, Coon Rapids, Iowa 50058, phone (712) 999-2208.**



# Coon Rapids-Bayard Secondary School

905 North Street  
PO Box 297  
Coon Rapids, IA 50058  
712-999-2208  
www.crbcrusaders.org

*"Inspiring and Developing Responsible, Life-long Learners"*

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Office Hours: Monday through Friday, 7:30 am – 4:00 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 Equity Coordinator, at 905 North Street, Coon Rapids, Iowa, (712) 999-2208.*

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<b>TABLE OF CONTENTS</b>	2
District Vision, Mission, and Statements of Philosophy	3
Staff Directory	4
Introduction	7
Student Fees & Meal Policies	11
Student Attendance	13
Student Health, Well-Being and Safety	17
Student Activities	20
Student Records	22
Crusader P.R.I.D.E. & Student Rights and Responsibilities	23
Scholastic Achievement	31
Miscellaneous	36
EXHIBIT A (Student Eligibility Policy)	40
EXHIBIT B (Extracurricular Code of Conduct)	41
EXHIBIT C (Communicable Diseases Chart)	44

### **Vision Statement**

Coon Rapids-Bayard Community School District 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.

# STAFF DIRECTORY

## Administration

Eric Trager	Superintendent
Amanda Miller	6-12 Principal/At-Risk Coordinator
Brianna Maschman	PK-5 Principal/Curriculum & Professional Development

## Office Professionals

Paige Lee	School Business Officer/Board Secretary
Ann McAlister	Secretary
Stacy Muench	District Data Manager/Secretary
Danielle Willenborg	District Nurse/Secretary
Carla Christensen	HR Director

## Staff

Ashlyn Birks	6-12 School Counselor
Paul Lynch	PK-5 School Counselor
DeAnn Leiting	School Social Worker
Cory Meyer	Student Services Coordinator/ 6 ELA
Annette Nees	Pre-Kindergarten
Rachel Nees	Kindergarten
Nicole Esdohr	Kindergarten
Shannon Heisterkamp	1 <sup>st</sup> Grade
Karen Mohr	1 <sup>st</sup> Grade
Cory Behrens	2 <sup>nd</sup> Grade
Sylwia Lewkowicz	2 <sup>nd</sup> Grade
Kendra Kelso	3 <sup>rd</sup> Grade
Tanya Schieffer	3 <sup>rd</sup> Grade
Kristi Miranda	4 <sup>th</sup> Grade
Elizabeth Larscheid	4 <sup>th</sup> Grade
Darla Davis	5th Grade
Laura Vaughn	5th Grade
Anne Pudenz	Technology Integrationist
Jen Mason	Special Education Director
Randi Heisterkamp	Special Education/Elementary Art
Barb Middendorf	Special Education
Natasha Adams	Title One
Bryant Corkins	6-8 Science, 6 Social Studies
Paula Davis	7-8 English Language Arts/Student Council
Kaitlyn McAlister	6-8 Reading, Mentor Coach
Isabella Myers	6-12 Art
Brady Johnson	Physical Education/Health
Alexis Boes	7-12 Ag Mechanics & Construction
Addison Bartlett	Spanish/Spanish Club
Jan Kolar	6/7 Math, 8-12 Science, Statistics
Marissa Dembinski	Physical Education, Athletic Director
Glen Snyder	Special Education
Courtney Schroeder	Agriculture/FFA
Mallory Dreier	7-12 Business/Computer Science
Rebecca Fiscus	K-12 Vocal Music

Bryn Davies	5-12 Band
Rick Gelhaus	7-12 Social Studies
Jessica Heydon	9-12 Math
Courtney Huebsch	Social Studies/K-12 ELP Talented & Gifted
Ann Jensen	9-12 English Language Arts
Tiffany Jones	Special Education
Jordan Kenkel	9-12 English Language Arts/Yearbook/Newspaper/ CR-B TV
Janell Meiners	Family & Consumer Science
Hannah Kerkhoff	8-12 Math
Theresa Havlik	9-12 Science
Laurie Rollefson	Instructional Coach
Connie Ankenbauer	Instructional Coach/ELL Coordinator
Rachel Gunderson	Librarian
Lyn Swing	Facilities Services
Rochelle Pevestorf	Custodian
Cindy Bielenberg	Custodian
Ryan Nees	Paraeducator
Vicki Garnes	Paraeducator
Teresa Gelhaus	Headstart Paraeducator
Candice Hart	Paraeducator
Dustin Mason	Paraeducator
Evelyn Ramirez	Paraeducator
Jodi Bonney	Paraeducator
Vicki Boecke	Paraeducator
Sandra Peak	Title-One Paraeducator
Laura Larson	Paraeducator
Devon Dembinski	Paraeducator
Jorrie Esslinger	Paraeducator
Kelsey Eischeid	Paraeducator
Mark Smith	Paraeducator
Sara Danner	Paraeducator
April Hofbauer	Food Services Director
Deb Davis	Cook
Susan Trecker	Cook
Cindy Bielenberg	Cook
Nathan Phippen	Transportation Director
Lee Boecke	Bus Driver
Sandie Cady	Bus Driver
Steve Kult	Bus Driver
Kip Hays	Bus Driver
Bob Schumacher	Bus Driver
Geri Shirbroun	Bus Driver

Head Football Coach	Chris Mohr
Head Volleyball Coach	Marissa Dembinski
Head Cross Country	Elizabeth Larscheid
Head Wrestling Coach	Tim Patrick
Head Girls Basketball	Kaitlyn McAlister

Head Boys Basketball  
Head Track & Field  
Head Girls Golf  
Head Boys Golf  
Head Softball  
Head Baseball  
JH Football  
JH Volleyball  
JH Boys Basketball  
JH Girls Basketball  
JH Wrestling  
JH Girls Track & Field  
JH Boys Track & Field  
Cheerleading

Cory Meyer  
Chris Mohr  
Amy McAlister  
open  
Darla Davis  
John Waddle  
Cory Meyer  
Addison Bartlett  
Glen Snyder  
Jessica Heydon  
open  
Jessica Heydon  
Chris Mohr & Brady Johnson  
Theresa Havlik

Policies and Standards for  
***Coon Rapids-Bayard School (Grade K-12)***

905 North Street  
PO Box 297  
Coon Rapids, IA 50058

Telephone: 712-999-2208  
Official School Website: [www.crbcrusaders.org](http://www.crbcrusaders.org)

Building Opened August, 1979  
Building Renovations 2000, 2003, and 2012  
School Colors: Red and Black  
Mascot: Crusaders  
Fight Song: *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.*

## INTRODUCTION

### Welcome

The entire staff of Coon Rapids-Bayard 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 School will take P.R.I.D.E. 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.

### 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 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 with Crusader P.R.I.D.E.

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 Office for Civil Rights, U. S. Department of Education, Citigroup Center 500 W. Madison St. Suite 1475, Chicago, IL 60661-7204 [Telephone: (312) 730-1560; Fax: (312) 730-1576; Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)] 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 Success Team is responsible for this process. Parents wanting access to this process should contact the building principal at (712) 999-2208.

### **Annual Notice of Nondiscrimination**

The Coon Rapids-Bayard Community School offers career and technical programs in the following areas of study:

- Family Consumer Science
- Agriculture
- Industrial Technology
- Business

It is the policy of the Coon Rapids-Bayard Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact;

Counselor(s) Ashlyn Birks or Paul Lynch  
905 North Street Coon Rapids, IA 50058 (712) 999-2207  
[erin.stevens@crbcrusaders.org](mailto:erin.stevens@crbcrusaders.org); [paul.lynnch@crbcrusaders.org](mailto:paul.lynnch@crbcrusaders.org)

### **Continuous Notice of Nondiscrimination**

It is the policy of the Coon Rapids-Bayard Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact;

Counselor(s) Ashlyn Birks or Paul Lynch  
905 North Street Coon Rapids, IA 50058 (712) 999-2207  
[erin.stevens@crbcrusaders.org](mailto:erin.stevens@crbcrusaders.org); [paul.lynnch@crbcrusaders.org](mailto:paul.lynnch@crbcrusaders.org)

### **Grievance Procedure**

It is the policy of the Coon Rapids-Bayard Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Counselor Ashlyn Birks – [ashlyn.birks@crbcrusaders.org](mailto:ashlyn.birks@crbcrusaders.org)  
Counselor Paul Lynch – [paul.lynnch@crbcrusaders.org](mailto:paul.lynnch@crbcrusaders.org)  
905 North Street Coon Rapids, IA 50058 712/999-2207

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself to this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filled within 15 working days of the event, giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.



### **Investigation**

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as requested by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent is no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

*Note: The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.*

*Note: The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.*

*Note: Some conduct that falls under a school’s equal educational opportunity policy also may trigger responsibilities under the state’s anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.*

### **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.

### **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 district office if the information on the emergency form changes during the school year.

## Student Fees

### 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 have their student fees waived or partially waived. Below is a list of fees for the 2021-2022 school year:

	<u>Grades PK-2</u>	<u>Grades 3-12</u>	<u>Adult</u>	<u>Other</u>	
<b>Breakfast</b>	\$1.75/meal	\$1.75/meal	\$1.90/meal	Extra Milk	\$0.50/carton
<b>Lunch</b>	\$2.25/meal	\$2.60/meal	\$3.85/meal	Extra Milk	\$0.50/carton
<b>Tech/Text Fee</b>	\$35.00/ student or \$100.00 per family for all PreK-12 students				
<b>Athletic Passes</b>	\$35.00/yr	\$35.00/yr	\$105.00/yr	Senior Citizen Family	\$60.00/yr (Age 65 yrs +) \$250.00
				(Family=includes parents and K-12 students in the household)	

### MEAL CHARGES

(Code No. 710.4)

In accordance with state and federal law, the Coon Rapids - Bayard Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may pay at school office or mail payments to the district office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$25.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified by email and letters sent home. Negative balances of more than \$25.00, not paid prior to end of the week will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Approved August 14, 2017

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

#### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

**NOTE: The IASB sample policy is drafted to be consistent for all grade levels. However, local boards may vary the meal charge policy for elementary, middle, and high schools. Districts should update the policy accordingly if they wish to delineate meal charge practices based on the grade level of students.**

**NOTE: If the district elects to provide alternate meals for students, the alternate meal must contain components available to all students and be provided in the same manner as meals are provided to other students. Additionally, the district is expected to accommodate special dietary needs when a child's disability restricts their diet.**

**NOTE: The Iowa Department of Education has tools and resources available to help districts with the school nutrition program and meal charge policy implementation and review. Please visit the "[School Meals](#)" section of the Iowa Department of Education's website.**

**NOTE: School districts must follow appropriate debt collection practices when trying to recover unpaid meal charges.**

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
7 C.F.R. §§ 210 *et seq.*  
U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).  
U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016).  
U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016).  
Iowa Code 283A.  
281 I.A.C. 58.

Cross Reference: 710.1 School Food Program  
710.2 Free or Reduced Cost Meals Eligibility  
710.3 Vending Machine

### **Administrative Process for Negative Meal Balances**

Schools are required to have written documentation explaining how we will handle situations where children, eligible to receive reduced price or paid meals, do not have money in their account or in hand to cover the cost of their meal at the time of service.

**A student that is approved for free cannot be denied a meal. If a student (reduced or paying) is negative and brings money for the meal that day – he/she can eat.**

**School Food Authorities must ensure the policy is provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.**

How we get the information out to the staff, households and public.

- Information on school website
- Use school social media to inform parents where to find the information
- Include handouts with registration forms – in fall and to new families
- Include information in student and faculty handbooks
- Have newspaper(s) put an article in the paper before school starts

We will not serve alternate meals.

- Need to have alternate meals look same as reimbursable meals
- Can charge families for alternate or we absorb the charge
- No point in doing this

Be consistent with all families – this applies to staff as well

- Threshold of negative \$25 per family or a dollar amount per student
- Free students – no snack milk or ala carte
- Reduced student – no snack milk or ala carte
- Paying student – no snack milk, ala carte or meals
- This includes both breakfast and lunch

If a student makes a payment they are allowed to eat that day – even if their balance is still negative

## STUDENT ATTENDANCE

### Absences

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make-up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Students are to stop in the office to sign out when leaving for an appointment during the school day. In the interest of our students' safety, parents/guardians are required to report directly to the central office when picking up/dropping off their child.

\*\*Elementary students (pre-k - 4) are not released to anyone other than their parents/legal guardians during the school day, unless the office has a note signed by the student's parent(s)/guardian.

### When Absent

Students who know they will be absent must notify the office prior to the absence. If the absence is anticipated several days in advance, please call in at that time so the student can make up the work in advance of 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 a.m. If notification is not received, the office will contact parents via the school's automated call system.

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

- Religious observations
- 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 appearance (requires signed sheet from office)
- Participation in school-sponsored activities when permission is granted
- 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.

In order to participate in school sponsored activities (extra-curricular events, athletic events, field trips, practices/rehearsals, etc.), students must be in school by 9:00 am on the day of the school sponsored activity and remain in school the rest of the day.

Exceptions may be given and must be documented for medical and bereavement events.

### Return From Absence

1. Parent/Guardian MUST call in the student.
2. The student must report to the office immediately upon returning to school.
3. It is the student's responsibility to request make-up assignments from teachers.

### Absences will result in these steps being followed:

Excessive absences are defined as five or more absences (excused or unexcused) in a semester. Our Student Services Team will review student attendance data on all students who have excessive absences and provide appropriate intervention as needed. The Student Services Team may include: principal, teacher, counselor, student services coordinator and school nurse.

Consecutive absences are defined as full days in a row and are unexcused.

Parents/Guardians will be formally notified of absences (including excused and unexcused) within each semester of the following manner.

### **PROTOCOLS FOR RESPONSE TO EXCESSIVE ABSENCES PER SEMESTER**

Daily/unexcused	Automated Dialer calls AM or PM
3 day excessive/consecutive	Principal/Counselor will make contact with parent/guardian. There will be a phone call home and follow up with a letter
5 days excessive/consecutive	Principal/Counselor will make contact with parent/guardian. There will be a phone call home and follow up with a letter. There may be a meeting requested with the students parent/guardian, teacher(s), principal, counselor, school nurse, student service coordinator and others involved with the student.

7 days excessive/consecutive	Principal/Counselor will make contact with parent/guardian. Student's team will meet and review attendance to determine what further action is required. (High school students may lose course credit, see information below)
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\*An absence is defined as not being in attendance at school regardless of reason for being gone. School-sponsored field trips/activities do not count toward the total number of absences.

\*\*Students missing 10% of the total number of school days (=18 days @ the END of the school year.) are reported to the state of Iowa and officially considered at-risk for excessive absences.

## HIGH SCHOOL STUDENTS UNEXCUSED ABSENCE & COURSE CREDIT

Any student who accumulates more than seven unexcused absences in any class in a given semester will be withdrawn from the class and denied credit. If the student is withdrawn from a class a "W" for withdrawal will be entered on the student's transcript. The student will then be scheduled into a study hall. Students will be given the opportunity to meet the minimum attendance requirement by making up the time before or after school or on a non-school day. This will need to be arranged in advance by the student with the high school principal. This option is available once per semester per student. Any additional absences will result in the loss of course credit.

### Elementary Policy:

#### Compulsory Attendance Law

A child who has reached the age of six and is under 16 years of age by September 15 is of compulsory age. Children who have attended a State-Wide Voluntary Preschool Program and are enrolled in kindergarten are also considered to be of compulsory age.

If a student arrives after 8:30 A.M., s/he is counted absent for the A.M. If a student leaves before 2:00 P.M., s/he is counted absent for the P.M. It shall be the discretion of the principal to investigate and determine whether special action is necessary for students who have excessive absences (including tardies). Notes for all appointments resulting in absences from school require a note be submitted to the office upon return. Excessive absences can result in the child being declared truant at which time a referral will be made to the district's truancy officer.

Elementary students Pk-4 are not released to anyone other than their parents during the school day, unless the office has a note signed by the student's parents(s)/guardian.

After the first five absences, a letter may be mailed to the parent/guardian. An additional letter will be sent out after every fifth absence and a referral may be made to the district's truancy officer. A letter may be mailed whether the absences are excused or unexcused. This policy is in place to help parents/guardians keep track of how many days of school their child has missed. Determination of whether or not an absence is excused or unexcused will be left to the discretion of the building principal.

### Medical Release

When absent 4 or more consecutive days due to illness, students must have an official doctor's note in order to return to school.

### 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 tardiness. Students arriving to any class late, unless given a pass, are considered tardy.

There are three levels of tardiness.

T1 = Student who arrives the first 10 minutes of class

T2 = Student arrives 11-20 minutes late

T3 = Student arrives 21-44 minutes late

\*Once a student has earned **15 tardy points**, the student becomes **ineligible** for the rest of the semester UNLESS they utilize the Merit Buyback Option. Ineligible students will not be able to attend or participate in extracurricular activities such as athletic events, dances, shows or club performances.

## Merit Buyback Menu

**Detention Times Served 10 minutes = 1 merit**

**Lunch Cleanup 1 merit**

**Community Service (prior approval needed) As arranged with student services coordinator**

**Time working with teacher(s) after school 10 minutes = 1 merit**

**Unloading commodity truck for cooks 10 minutes = 1 merit**

**Volunteering with youth in classroom 10 minutes = 1 merit**

**\*All merit buyback points MUST have prior approval from student service**

7:40	Students eating breakfast may enter the building
8:10	First Bell
8:13	Bell
8:18	1st Hour Begins/Tardy Bell
8:30	Students are considered absent if they're not in class

A student is tardy when they are not in the classroom when the bell rings. All incidents of tardiness will be recorded daily through the Infinite Campus student information system.

Parents are encouraged to regularly access the school information system (currently Infinite Campus) to check on their students' attendance patterns.

### Truancy

Absent without permission one or more periods, or any portion of a period during the school day. The penalty is as follows:

1st offense--up to two detentions for each period or portion missed and parent/guardian notification

2nd offense--two detentions for each period or portion missed, parent/guardian notification and meeting of student, parent/guardian and student services team

3rd offense--three day suspension, parent/guardian notification and meeting of student, parent/guardian and student services team

4th offense--three day suspension, parent/guardian notification, regaining temporary admission until the next regular board meeting. At that board meeting it will be decided what the future status of the student will be.

\*Students will be ineligible to participate in extracurricular activities until they have served their consequence.

### Appeals

#### **First Level of Appeal**

When notified that the student has accumulated 10 + 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. The student shall remain in the scheduled class until the appeals process has been completed.

#### **Second Level of Appeal**

Students and parents seeking a review of the 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 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 5 days after the superintendent's decision. It is within the discretions 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
- Infinite Campus Alert
- CR-B webpage, Facebook, and Twitter

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 rescheduled. 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 from **7:40 am to 3:30 pm** 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.

### **Food Allergies**

CR-B is a **PEANUT** and **TREE NUT AWARE** school. Food items containing these ingredients will not be served and are strongly discouraged within the school, in school, vehicles, and/or on school grounds.

### **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.

-If a student has been ill with a fever (over 100 degrees), he or she needs to stay home 24 hours fever free, **without the use of fever reducing medications (Tylenol and Ibuprofen)**, before returning to school.

-If a student has had stomach flu with vomiting or diarrhea, he or she needs to stay home 12 hours since the last episode of vomiting or diarrhea.

- A student found to have head lice will not be sent home from school, but must be treated before returning to school.

- A student with pink eye should not be in school until they have received at least 24 hours of antibiotic eye drops or a doctor's note excusing otherwise.

- A student with strep throat should be excluded from school until they have received at least 24 hours of antibiotics and are fever free for at least 24 hours without fever-reducing medications.

**Please don't hesitate to contact the school nurse if you have any questions or concerns, or are unsure as to whether to send your child to school or not.**

### **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-12<sup>th</sup> 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, dental, 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 Superintendent at 999-2207 as its Level I investigator and School Nurse at 999-2208 as the alternate Level I investigator. Superintendent and Nurse may 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](http://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.

### **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. Students 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 school office.

### **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.

## CRUSADER P.R.I.D.E.

Our faculty and staff are committed to the district goals of teaching and displaying Crusader P.R.I.D.E. The goal of this school-wide plan is to equip students with meaningful academic, behavior, and social skillsets to successful school and life outcomes. This plan is also designed to create positive change within the school environment.

Crusaders will display their P.R.I.D.E through:

**P – Preparation**

**R – Respect**

**I – Integrity**

**D- Determination**

**E – Excellence**

To ensure that all Crusaders are successful, the district has provided expectations and procedures for classrooms, hallways, and other common areas within the school grounds (ie: sporting events, playground, before/afterschool, parking lot, etc...). Teachers and students will also be given pathway behavior expectations and strategies to reach goals. Flowcharts and matrices will be displayed throughout the building. The entire plan is available in the appendix.

## 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 (**Crusader P.R.I.D.E.**).

### **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 follow the P.R.I.D.E. model.**
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, by following the CR-B Behavior Flowchart. The flowchart is included in the appendix.**
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 P.R.I.D.E 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 be deemed as a "major incident" and will be an automatic office referral. 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;**
- **Inappropriate use of cell phones.**
- **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, may result in a Major Incident Report. Teachers and Administrators will refer to the Behavior Flow Chart for referrals and interventions.**



### **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 for Misbehaviors**

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.

### **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. **The school reserves the right to bring in a drug dog for random searches throughout the year.**

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; **backpacks and large coats will not be allowed in classrooms**. 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 usernames and passwords will be issued to students.

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 use of electronic mail may be monitored by staff.
- 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, unless granted permission by a staff member.
- 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.

1. Clothing with vulgar writing or "double meaning" messages will not be tolerated.
2. Clothing advertising alcoholic beverages or tobacco will not be worn at school.
3. Shorts and skirts may be worn as long as they reach or extend past the length of a student's closed fist knuckles while arms extend downward.
4. Upper body clothing should cover the body from both shoulders to the waist.
5. Hats/hoods/bandanas/stocking caps may not be worn in the building during the school day. Large coats and blankets may not be worn in a classroom without permission of the teacher. Large coats, hats and blankets will be placed in the locker upon arrival to school, or left in the student vehicle.
6. Undergarments should not be visible when wearing any type of clothing

### **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. **Loitering is not allowed in school parking lots and driveways for students upon arrival of 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. 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. Students are expected to follow the P.R.I.D.E matrix for hallway expectations (see appendix).**

### **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 (**plagiarism**), 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. **This includes: guns, knives, lighters, accelerants, etc...** 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 Opportunities** 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.
  - a. **For bus behaviors, see the P.R.I.D.E matrix in the appendix.**
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.

# 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 mid-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, due to a medical or emergency situations, must complete work for the class within two weeks after the closing of each quarter. 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](http://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 & NovelList K-8.

Username:            **1413crbjs**                      Password:            **haea11**

## **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 ¼ credit per semester for physical education (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 school 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, cell phone, 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 and above for both quarters in same semester

### **Academic Letter**

Any student who has achieved a grade point of 3.25 or higher in a given semester in high school (grades 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 high school and/or 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 student’s incapacity, death in the family, or a move to another school district. Students interested in participating in this program should contact the school 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 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:

**Total Credits Needed to Graduate: 45 credits CLASS OF 2022, 2023, 2024**

**\*=required courses**

**English Language Arts: 8 Credits**

- \*English 1 (2 Credits)
- \*English 2 (2 Credits)
- \*English 3 (2 Credits)
- \*English 4 (2 Credits)

**Math: 6 Credits needed to graduate**

- \*Algebra 1 (2 Credits)
- \*Geometry (2 Credits)
- 2 math electives (2 Credits)

**Science: 6 Credits needed to graduate**

- \*Physical Science (2 Credits)
- \*Biology (2 Credits)
- science electives (2 Credits)

**Social Studies- 6 Credits needed to graduate**

- \*US History (2 Credits)
- \*Government (1 Credit)
- \*3 social studies electives (3 Credits)

**\*Physical Education- 1.5 Credits needed to graduate**

**\*Health- 1 Credit**

**\*Financial Literacy- 1 Credit**

**Electives: 15.5 Credits needed to graduate**

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.

**Total Credits Needed to Graduate: 52 credits CLASS OF 2025 and Beyond**

**\*=required courses**

**English Language Arts: 8 Credits**

- \*English 1 (2 Credits)
- \*English 2 (2 Credits)
- \*English 3 (2 Credits)
- \*English 4 (2 Credits)

**Math: 6 Credits needed to graduate**

- \*Algebra 1 (2 Credits)
- \*Geometry (2 Credits)
- 2 math electives (2 Credits)

**Science: 6 Credits needed to graduate**

- \*Physical Science (2 Credits)
- \*Biology (2 Credits)
- science electives (2 Credits)

**Social Studies- 6 Credits needed to graduate**

- \*US History (2 Credits)
- \*Government (1 Credit)
- \*3 social studies electives (3 Credits)

**\*Physical Education- 4 Credits needed to graduate**

- \*Health- 1 Credit
- \*Financial Literacy- 1 Credit

**Electives: 20 Credits needed to graduate**

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 school 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 the school 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, 8<sup>th</sup> grade students do take a final test at the end of the 8<sup>th</sup> grade year. The results are used only to better a student's final grade. The intent of the semester test is to give the 8<sup>th</sup> 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 Middle School/ High School operates a Success Team as needed, and is led by the director of Student Support. The purpose of the Success Team 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 parent/guardian 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. **Delivered lunches are discouraged; students bringing lunches from home need to bring them in the morning to school.** 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 to 6-12<sup>th</sup> grade students**, 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**

Please refer to classroom teacher’s guidelines (student PreK-4).

### **Entering and Leaving the Building**

**6-12<sup>th</sup> grade students are to enter the building at a main entry way upon arrival at school. The three exits are 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. PreK-5 students are to enter the Elementary portion of the building from the south and west main entry doors upon**

**arrival. After 8:30 am, all students must enter through the main entryway, and check-in at the office. The doors to the building will lock, for student and staff protection, after 8:30 am.**

Students given permission to leave school grounds during the school day must check out with the office when leaving and must check in with the 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**

CR-B 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 main office 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. **Supervisor must contact the Athletic Director for usage of the gym.**

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. Announcements will be read to all students during Advisory time.**

### **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.

### **Cell Phone and Electronic Device Policy**

**All cell phones and electronic devices, such as iPods, must be turned off and kept in the classroom cell phone holders during class time. They must NOT be used during class time, study halls, and advisories, unless instructed for use by the teacher. Students may use electronic devices including cell phones between classes and lunch but all devices must be turned off and put away when entering the classroom.**

**If a student leaves a classroom to use the restroom, all cell phones must be left in the classroom.**

**If a student is using a cell phone or electronic device, with the exception of educational purposes, for any other reason during restricted time, the following consequences will be imposed:**

#### **Violations #1-3:**

**Teacher will confiscate the cell phone and write an office referral. The cell phone will be held in the office and will be returned ONLY to the Parent/Guardian.**

**Violation #4:**

**Students who have cell phone/electronic devices confiscated more than three times will be placed on a behavior contract and may be suspended from school for one day for continued defiance.**

**Work Study**

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 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 or school counselor.

Students on the work study 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 school counselor.

## STUDENT ACADEMIC ELIGIBILITY

### Rationale

Extra-curricular activities are an important segment of the Coon Rapids-Bayard Community 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. Eligibility to participate in a game, contest, or event may be based on the student passing all classes counting for Coon Rapids- Bayard graduation requirements.

### Required Course Load

Each high school student must take a minimum of six classes to be considered a full time student eligible for extra-curricular participation. Exceptions may be granted by school administration to junior and senior level students who participate in college-credit, school to work program, AP, or DMACC consortium classes as part of their course load.

### Grading

7-12 students are on the same plan for eligibility.

Mid-term check (4 ½ and 13 ½ weeks) will be for awareness only

- The classroom teacher will notify the student, parent/guardian and principal.
- Principal will notify coach

Quarter grade check

- Students failing a class will be ineligible for 15 calendar days.
- Notification would be the same as at Mid-term

Semester Grade Check

- Student receiving a failing semester grade will be ineligible for 30 calendar days as per Iowa Department of Education Scholarship Rule [281-IAC 36.15 (2)].
- All eligible students will start with a clean slate for the new semester

Incomplete Grades

- Students with incomplete grades at the end of the quarter or semester will be ineligible until the incomplete course grade is completed. (see "incomplete grades" section below)
- Incomplete work due to extended illness or extended situation is to be discussed with the student, teacher, and administration. The grade assignment following the allotted time for make-up work will be the grade utilized in determining eligibility.

### 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 & IGHSAA)
- 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 the student, teacher, and principal. The grade assignment following the allotted time for make-up work due to long-term illness will be the grade utilized in determining eligibility.



## 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, regardless of the student's age.**
2. **Possession, use or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use").**
3. **Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;**
4. **Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use purchase, or attempted sale/purchase of otherwise lawful drugs;**
5. **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.**
6. **Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).**
7. **Physically dangerous behavior: fighting, assault, physical intimidation;**
  - a. **-Initiations, Hazing, Harassment or Bullying of other students, school personnel, or volunteers;**
    - i. **-First offense – misconduct report and maybe up to three-day out-of-school suspension.**
    - ii. **-Second offense (at any time while enrolled in grades 6-12) misconduct report and referral to Board for expulsion.**
  - b. **-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.;**
    - i. **-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.**
  - c. **-Insubordinate behavior;**
    - i. **Insubordinate behavior is defined as the direct and immediate refusal to comply with a staff member's reasonable instruction within a specified time period.**
  - d. **Disruptive influence on the educational setting;**
  - e. **Improper language or disrespect to the dignity of other students or school personnel.**
    - i. **-includes swearing, making of threats, insults.**

**If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is a general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.**

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 (7-8<sup>th</sup> grades) and in the high school (9-12<sup>th</sup> 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:

**First Offense Within the Student's High School Career-** Up to six (6) weeks of ineligibility. (For "mere presence" violations, see item 5 under "Reduction in Penalty.")

**Second Offense Within the Student's High School Career -** Up to twelve (12) weeks of ineligibility. (For "mere presence" violations, see item 5, "Reduction in Penalty.")

**Third or More Offense Within the Student's High School Career -** Up to twelve (12) calendar months of ineligibility. (For "mere presence" violations, see item 5 under "Reduction in Penalty" section below.)

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

### **Reduction in Penalty:**

1. **Evaluation and Treatment:** A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by three (3) weeks [or "by x%"]. This reduction is not available for first or third violations.

2. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) weeks [or "one third"] for a first violation, three (3) weeks [or "one-fourth"] for a second violation, or three (3) months ["one-fourth"] for a third violation within the student's high school career.

3. Items 1. and 2. of this section may not be combined.

4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.

5. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

### **Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

### **Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**Letters and Awards:**

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

**Appeals:**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

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

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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 DISFAST REPORTING HOTLINE 800-362-2736 SECURE FAX: 515-281-5698		
<b>REPORTING</b> Reporting daily by fax or phone promotes and protects the health of Iowans.		
<b>OUTBREAK REPORTING</b> Outbreaks of any kind, unusual syndromes, or uncommon diseases should be <b>reported immediately by phone</b> . These could be infectious, environmental or occupational in origin including food borne outbreaks and illness secondary to chemical exposure (e.g., pesticides, anhydrous ammonia).		
<b>BIOTERRORISM REPORTING</b> 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 <b>reported immediately by phone</b> . 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
Botulism	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, <u>invasive</u> 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
Giardiasis	Report by phone, fax or mail.	Weekly
Gonorrhea	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Haemophilus influenzae type B, <u>invasive</u> 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, <u>invasive</u> 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, <u>invasive</u> 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
Poliomyelitis	Report by phone - 800-362-2736.	Immediately
Psittacosis	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.	Immediately 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, <u>invasive</u> disease	Laboratories: Mail only the number of isolates to University Hygienic Lab (UHL) - 319-335-4500.	Quarterly
Methicillin-resistant, <u>invasive</u> 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 Weekly
Streptococcus pneumoniae, <u>invasive</u> disease	Laboratories: Send Isolates to University Hygienic Lab (UHL) - 319-335-4500	Weekly
Streptococcus Group A, <u>invasive</u> 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
Trichinosis	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 Weekly
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. 12<sup>th</sup> 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 format may be obtained by calling 888 398-9696