

**HARDING MIDDLE
SCHOOL**

**PARENT/STUDENT
HANDBOOK**

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WELCOME TO HARDING MIDDLE SCHOOL!

4801 Golf Street NE
Cedar Rapids, IA 52402
558-2254

SCHOOL CONTACTS:

Attendance Office: Absences/Appointments/Messages to Students

Cafeteria: Lunch account/nutrition (558-2402)

Counseling Office: Student conflicts/Grades/Conferences/Enrolling or transferring/schedules

Health Clinic: Ill or injured students/Sports Physicals/Immunizations/PE excuses/Medications

Main Office: Busing/Student Discipline/School Fees/Administrative Information

OVERVIEW:

Harding Middle School has a tradition of excellence in academics and extra-curricular activities. We are pleased to have you as a part of that tradition. We especially welcome those of you who are new to Harding. Your parents are encouraged to take an active part in your education. This booklet is designed to answer questions about Harding and to provide information regarding your role as a student at Harding. Parents are encouraged to call the school to express concerns or ask questions. We look forward to working with you and your parents during your educational journey at Harding.

Harding accommodates approximately 800 students in grades 6 – 8 with a comprehensive program of study. The curriculum is aimed at the diverse academic and social needs of students, as well as providing the educational experiences.

BASIC REQUIREMENTS

Daily all year

Mathematics
Social Studies
Science
Language Arts
Literature

Alternate days all year

Physical Education
Chorus
Band
Orchestra

Daily for 9 weeks

Visual Arts/Graphic Arts
Wellness Consumer Science
Computer Science
Engineering Tech

OUR WEB SITE

The Harding web site contains useful information about Harding. Visit the Harding website main page to find; Upcoming Events, Recent News, Daily Announcements and current tweets. Utilize the Quick Link tab to log onto Powerschool and Canvas. Also under the Quick Links tab, you will find Send Money to School to put money in lunch accounts and the School Cash Online to pay school fees. Visit us at harding@cr.k12.ia.us. More information about these features is below:

Activities Calendar - View events by day, by week, or by activity. There is a “Notify me!” option to send you a message when an event has been changed. Weather related cancellations of athletic events will be posted in the Daily Announcements section on the main page of the Harding website.

Canvas & Office 365 - Canvas is a learning management system to create online courses and provide communication between teachers, students, and parents. Parents and students can easily access class documents, assignments and resources. This is a great tool to use when your child is home ill or misses school for other reasons! Log into [Canvas](#) from the Harding or District website. [Office 365](#) is another tool that allows students to have free cloud storage for their files that they can access via the web. Students can download Microsoft Office at home free of charge. Canvas offers an integrated Calendar that will allow you to see assignments and events for multiple courses (and multiple students) all in one place. Some teachers have even started posting worksheets and notes for students who have missed class so that they can stay up on their work.

School Cash Online - an easy to use and safe way to pay for your children’s district book fees.

Send Money to School - access your child’s meal account balance, account history, and make account deposits through the Internet.

Powerschool - gives parents the ability to register their child online using E-Registration. Powerschool also allows parents to access their child’s attendance, academic progress, missing assignments, and to e-mail their teachers. Parents have the ability to update their child’s information; new phone numbers, address, health information, etc. If you have changed your address, please let us know in the main office so we can request a new bus route.

HARDING COMMON AREA EXPECTATIONS

Lockers, Hallways, and Stairs – The purpose of lockers is to provide a safe place for students to keep their personal belongings. The purpose of hallways and stairs are to facilitate easy and safe movement from place to place in the building.

Expectations:

- Hallways and entrances to classrooms must be passable at all times, and students must walk at all times.
- Actions and language will reflect respect for others and their property. Profanity, harassment, and PDA are not respectful behavior.
- Students must have a pass to be in all common areas during class or before 7:40 am and after 3:00 pm
- Snacks, candy, and beverages may be a part of a student's lunch and eaten in the cafeteria but may not be consumed in the hallways and should not be shared with peers. Students should not sell or distribute to other students any type of item (i.e. gum, candy, beverages.) This expectation also applies when treats and beverages are brought to school for classroom activities. Opened beverage containers and packages are not allowed in lockers and will be confiscated. Students are not allowed to take ala carte items out of the cafeteria.
- Keep to the right while walking in the hallways and on the stairs.
- Keep hands and feet to self.
- Maintain a moderate noise level that does not interfere with learning.
- Lockers are the property of the school and must be treated with care. Abusing your locker by writing on it, kicking it, or damaging it in any way may result in disciplinary action or loss of the privilege of having a locker.
You will also be given use of a gym locker. Lock rental is included in your basic school fees. Discuss any problems with your gym locker with the physical education staff. The security of items in a locker is your responsibility. The school will not be responsible for valuable articles or money brought to school or left in lockers. It is essential that you memorize your locker combination as soon as possible. Keep a copy of your combination in a safe place. If you forget your combination or if you have a locker problem, go to the main office for assistance.
Do not give your locker combination to anyone and use only the locker you have been assigned.
- Cedar Rapids Community School District officials may conduct periodic inspections of all, or a randomly selected number of school lockers without prior notice. These inspections shall be made in the presence of the students whose lockers are being inspected or in the presence of at least one other person. (Section 808A.w., Iowa Code 1997.)

Auditorium – The purpose of the auditorium is to provide an area for students to gather together for assemblies or performances.

Expectations:

- Talk quietly until lights dim or a performer or speaker walks on to the stage, then maintain silence for the assembly or performance.
- Respond politely and positively during assemblies or performances.
- Actions and language will reflect respect for others rights to enjoy the assembly or performance.
- Students will remain seated other than during intermission.
- No food or drink allowed.

Outside and Parking Lot – The purpose of the outside grounds and parking lot is to provide a safe, orderly place where students may interact pleasantly. Students should not congregate on the marked pathways in the front of the building.

Expectations:

- Actions and language will reflect respect for others and their property.
- Food and beverages may be consumed outside. Dispose of litter in the proper receptacle.
- School rules will be enforced in the areas around the school campus such as the tennis courts, pavilion, etc.
- Students will stay off the building support girders for safety reasons.
- After students arrive on campus they are to remain here unless permission is granted by an appropriate adult.

Gymnasium – The purpose of the gym is to provide an area for students to be involved in safe recreational activities.

Expectations:

- Students will be seated on the bleachers during sporting events and support their team in a positive manner.
- Students will demonstrate appropriate language and sportsmanship. Language should be positive, non-vulgar, and non-profane.
- Students will remain in the gymnasium until ready to exit the building unless purchasing refreshments at the student store. Constant movement in and out of the gym or loitering is not acceptable behavior and students may be asked to leave if this behavior occurs.
Students are expected to arrange for a ride home ahead of time so their ride will be available immediately after the event concludes.
- Students are not allowed to return to their locker after 3:05, so jackets and backpacks will need to be brought to the game.

Front Foyer – The purpose of the front foyer area is to provide a safe comfortable environment prior to entering or exiting the building.

Expectations:

- The front doors and gateway entrances must be passable at all times.
- Actions and language will reflect respect for others and their property. Profanity, harassment, and PDA are not acceptable behavior.
- Staff supervision is provided from 7:30-7:45 a.m. so parents are encouraged not to drop off students prior to 7:30 a.m. Students are not to enter the front foyer before 7:40 a.m. except in inclement weather.
- A valid pass is necessary to proceed to another area of the building before 7:40 a.m. or after 3:05 p.m.
- Only students wishing to eat breakfast will be allowed to enter the cafeteria at 7:20 a.m.
- Except in inclement weather, students will be expected to exit the building at 3:05 p.m. They will not be allowed to reenter the building to go to their lockers, purchase pop, use the free phone, etc.
- When students are allowed in the front foyer after 3:05 p.m. because of inclement weather, they will be seated on the benches provided. Staff supervision is provided from 2:55-3:05 p.m. so parents are encouraged to pick up students by 3:30 p.m.

Procedures for after school:

- Students that are not following front foyer expectations may be referred to the office for disciplinary action.
- Doors by the student lounge are locked every day at 4:00 p.m.

Cafeteria – The purpose of the cafeteria is to provide students the opportunity to eat and socialize with peers and adults in a clean, courteous, orderly environment.

Expectations:

- Be on time.
- Be polite/respectful to other students, supervisors, cooks, and custodians.
- Use restaurant voices – visit only with those students at your table.
- Keep hands/feet to self.
- Leave your table only with permission.
 - Clean up after yourself.

Procedures:

- When you enter the cafeteria, be seated at your table until you are dismissed to line up.
- Pick up your tray, silverware, napkin, and milk.
 - Return to your table to enjoy your lunch.

- Take your tray to the dishwasher window when finished eating. Return to your table until you are dismissed by table at the end of the lunch shift.
- During nice weather, students are allowed to go outside to the patio area.
- Students are NOT allowed to have lunch delivered from restaurants and/or other food establishments by anyone, not even parents.
- Students are not allowed to take ala carte items out of the cafeteria.

ASSESSMENT PRACTICES

The main reason for evaluation and grading performance in learning activities and behavior is to let you and your parents know how well you are doing with your school responsibilities.

Progress reports are distributed four times a year, however progress can be viewed at any time on-line through your Power School account.

Harding utilizes the Learner Centered Assessment Practices. You will receive a performance level code in each of your classes as follows:

E = Exemplary (Attainment of a standard has been demonstrated to a level of excellence)

P = Proficient (Attainment of a standard has been demonstrated)

D = Developing (Some demonstration of knowledge and skill toward attaining a standard)

I = Insufficient (Has not shown adequate knowledge and skill/not enough substantial evidence toward attaining a standard)

N = No Evidence (Unique circumstance that has not allowed the instructor to collect any information on student's attainment of a standard (extended absences, illness, transfers, etc.).

ATTENDANCE PROCEDURES

There are four basic attendance situations that arise in schools.

1. **Absence** – absence for any of the following: illness, professional appointment, funeral, religious observance, court summons, or a pre-arranged family activity.
2. **Truancy** – an absence from any portion of the school day that is not excused under the above guidelines.
3. **Excused Tardy** – any late entry to school for unpredictable circumstances, for example, inclement weather, car accident, flat tire, missed ride, etc. A note from a doctor is encouraged for doctor's appointments.
4. **Unexcused Tardy** – any late entry to school that is not excused under the above guidelines.

The following protocol will be used to address tardies at Harding each semester:

- 1st Tardy will result in a warning
- 2nd Tardy will result in a detention with the teacher

- 3rd Tardy will result in a detention with the teacher
- 4th Tardy (and more) will result in an office referral

Excessive Absenteeism:

After a student has accrued (11) eleven days of absences and for reasons other than a health condition verified by a school nurse, and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that student is in regular attendance, the following may occur: The school administrator will work with the parent to write a contract. If that contract is violated, it will be referred to the district truant officer for further action.

If You Are Absent, have your parent or guardian call the attendance office, 558-2263, as soon as possible before 7:50 a.m. An attempt will be made to contact those parents or guardians who do not contact the attendance office each day of a student’s absence. If there is no response within 24 hours, the student will be considered unexcused for that day.

If You Are Late To School, go directly to the Attendance Office with your excuse. If you fail to bring an excuse, you have one day to obtain it from your parent or guardian or have them call the attendance office. If you fail to do this, you will be counted truant. Teachers should expect tardy students to obtain a pass.

If You Need To Leave School During The Day, bring a note from home signed by your parent or guardian or have them call school.

- Take the note to the attendance office between when you arrive at school to obtain a dismissal pass.
- Show your pass to the teacher whose class you will leave.
- Sign out at the attendance office before leaving the building.

If a note is forgotten, a parent will need to come into the building and sign the child out. Students will be called out of class when the parent arrives.

BUS POLICIES

Bus transportation is provided for students living more than two miles from Harding. Students are expected to follow the rules posted in the bus and listed below. Some buses are equipped with video cameras to monitor student behavior. If videotaping reveals misbehavior, parents may be asked to view the tape in question. Failure to behave appropriately on the bus could result in suspension or revocation of bus privileges. The Transportation department does not allow students to ride home with friends on their bus because of safety and bus capacity. The following rules will be enforced on our buses:

- 1) Obey the driver/attendant
- 2) For your safety, sit facing forward
- 3) For others safety, keep feet and legs out of the aisle
- 4) Keep noise to a minimum. Use classroom voice.
- 5) Use respectful language and keep hands to yourself

- 6) No tobacco, drugs, alcohol, or prohibited items
- 7) No eating or drinking without prior approval
- 8) No skateboards, fishing poles, or loose sports items
- 9) Cell phones must be stored out of sight unless instructed by staff to use in an emergency situation

CELL PHONES/ELECTRONIC DEVICES

The use of cell phones and other electronic devices are permissible with permission from a staff member. Cell phones should be turned off, and failure to comply will result with confiscation and the following:

1st offense: Confiscated and office detention scheduled

2nd offense: Confiscated and office detention scheduled; parent contacted

3rd offense: Confiscated and ½ day in-school suspension; parent contacted

Electronic devices should be stored out of sight. They will not be allowed during passing time in the hallways or at lunch.

CONFERENCES

Parents have two official opportunities to visit with teachers throughout the year, however, we welcome you to communicate with teachers at any time throughout the year via e-mail or a phone call with any questions or concerns. You will be notified of how to electronically sign up for conferences a few weeks before the conference times listed below:

October 16 and October 18 from 3 – 9pm

February 11 and February 18 from 3 – 9pm

COUNSELING SERVICES

Through leadership, advocacy and collaboration, the Harding counseling department will use the results of data analysis and reflection to meet the academic, social, emotional and basic needs of ALL students in a sensitive, timely and individualized manner. Counselors are available to help with:

- Personal concerns and problems
- Class schedules
- Coordination of community counseling resources and programs
- Ninth grade registration/career pathways and four-year plan
- Psychological services: Referrals may be made by any of the educational staff or parent/guardian. Parental consent is necessary for consultation, evaluation, and other services of the certified psychologist from Grant Wood Area Education Agency.
- Harassment procedures
- New student enrollment and grade level transitions

- Mental health education
- Peer relationship issues
- Coordination of standardized testing
- Career guidance

If you would like to see a counselor, make an appointment in the counseling office before or after school. In the event of an emergency, special arrangements will be made without an appointment.

Mrs. Novotny	6 th grade
Mrs. Fry	7 th grade
Mrs. Rouw	8 th grade

DRESS CODE

There is a strong connection between academic performance, a student appearance and students conduct. Inappropriate student appearance may cause substantial disruptions 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 wear clothing that is appropriate to their learning and does not disrupt the school or educational environment. With this in mind, student clothing and dress that is immodest will not be allowed. Clothing of any kind revealing the midriff, tube tops, halter tops, low cut tops (so as to expose cleavage) or otherwise revealing, spaghetti strap shirts, or any other clothing that reveals one's underwear are not allowed. No tank tops that are made as undergarments are allowed. We expect modesty to be part of the selection of all clothing worn to school and school functions. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including but not limited to alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, there will be no hats/or head coverings (including hoodies over-head) unless they are for medical or religious purposes, sunglasses, bandanas and no gang related clothing or jewelry or making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter requirement. *The Harding staff makes the final determination of the appropriateness of the student's appearance.* Students inappropriately dressed are required to change their clothing or leave the school.

FOOD AND DRINK

Harding students are not permitted to have food or drink at school. Students are welcome to bring transparent water bottles that contain only water. The school is equipped with several water bottle dispensers throughout the school. All other drinks and food must be consumed in the cafeteria during breakfast and lunch. Teachers (in special circumstances) may provide and or/permit snacks to be eaten in the classroom. These must stay in the classroom and not be in the hallway. Repeated offenders of this policy will result in an office referral.

HEALTH SERVICES

The services of a registered nurse are available at Harding; she is available by phone when not present at the school. A health secretary is available during school hours.

The purpose of CRCSD health services is to help students reach optimum health, thereby supporting student learning. The health services department includes a health services manager and facilitator, pediatric nurse practitioners, school nurses, and health secretaries. Student health care is the responsibility of the parent/guardian. The school nurse advises that each child have a primary care provider. The nurse uses strategies that promote student and staff health and safety. The nurse is a liaison between education and health care, providing a link between the school, home and community.

Ms. Duggan is the Harding school nurse. Mrs. Kemp is the Harding health secretary. In addition to Harding, our nurse has other health services responsibilities in the district. She is available by cell phone for questions or consultation at all times. In her absence, the health office is managed by Mrs. Kemp, who has certification in First Aid, CPR, blood borne pathogens training and medication administration. **Mrs. Kemp is on duty at Harding from 7:30 a.m. – 3:00 p.m. and may be contacted at 558-2559. Ms. Duggan is at Harding two or three days a week and may be contacted at 558-2559.**

The school should be informed of significant health conditions for any student. This information is to be entered as part of E-Registration in the health section at the beginning of the school year. The information will be shared with school staff members who need to know about your child's condition. If the condition requires special adjustments in the school environment, the school nurse should be contacted. **Any changes in student health status should be communicated to the school nurse or health secretary at 558-2559.**

PE Participation Excuse

A written excuse from a health care provider is required if you must restrict your student's participation for more than one week. If your student will miss less than one week, a written note from a parent should be provided. Parents may excuse a student from PE once per trimester. Subsequent PE releases in a semester must be from a health care provider. The excuses are recorded as part of the student's electronic health record.

Refer to District notifications beginning on page 30 for additional information pertaining to:

- Student illness or injury during the day
- Communicable diseases
- Emergency care
- Head lice
- Medication at school
- Immunizations
- Screenings at school
- Physical exams
- Concussion/brain injury information sheet
- Health Insurance

IMC/LIBRARY

The Harding Middle School Library serves the students, staff, and parents of the Harding community by providing learning experiences that support student achievement and by cultivating skills necessary to be independent, lifelong, Future Ready learners. LA 2 classes will visit the library every other week for a browsing day. Providing this regular time devoted to browsing, borrowing, and returning books is a positive way to encourage reading and ensure that all students have access to the library collection and books they want to read. Students should bring all materials they have checked out with them to the IMC on browsing days. Browsing days have two main purposes: Look for books, check out, and/or renew books; and Read! In addition to browsing days, students are welcome to search for, renew, or return books during the school day (with a pass from their teacher), during passing time, and before or after school. Classes may also visit the IMC for research, technology integration, and digital literacy lessons. The library also offers access to computers, printer/copier, digital learning tools, research assistance, technology support, and collaborative learning experiences. The library is generally open 7:30 AM - 3:30 PM, and will be closed for 30 minutes daily for staff lunch, times will vary depending on the schedule of the classes visiting on individual days. There may also be occasions when the library will be closed during other parts of the school day for teacher collaboration, meetings, and/or technology support. There are no late fees for library materials; however, if an item is lost or damaged, the borrowing student is expected to pay or replace the item. Students are encouraged to suggest books that they think the library should add to the collection.

LOST AND FOUND

Found clothing items, etc. are placed in a bench located in the front foyer. Be sure to check from time to time if you have lost an item. Check with your teachers for lost books and with the IMC for lost IMC books. Check with the main office or Counseling office for any smaller items or electronics that you may have lost.

MAKE-UP WORK

It is up to you and your parent(s) to get make-up work from teachers. If you expect to be home for **THREE DAYS OR LONGER**, have your parent call the **attendance office** to request homework. Teachers need a day's notice to prepare materials. Parents must arrange for assignments and materials to be picked up from the **attendance office**. You are responsible for the return of books and completed work. Group projects, labs, etc. may have to be made up upon return to school.

MEAL COSTS/INFORMATION

Breakfast is served at 7:25 a.m. each morning at the cost of \$1.85

There are five lunch periods. Each is thirty minutes long including passing times. Lunch costs \$2.80 per lunch. Extra white or chocolate milk costs \$.50 cents.

Students are encouraged to deposit money into a food service account. Students will be allowed to "charge" their lunch up to a \$5.00 limit. After that the student will be offered a sun butter

sandwich and milk until all charges are paid in full. “Charges” are not allowed at breakfast or for ala carte items.

PLAGIARISM POLICY

Harding students are actively engaged in the learning process. This process requires investigating and using published materials and ideas.

It is important to discourage the improper use of published materials and to encourage integrity in the academic process. Therefore, Harding offers the following definition of plagiarism, an outline of our steps to help students avoid plagiarism, and an explanation of our policy. If plagiarism is founded, consequences may be given.

Definition of Plagiarism

Plagiarism is the theft of intellectual property. Any failure to give credit properly for borrowed material is plagiarism. This includes using another’s words, facts, research, artwork, music, or opinions without properly citing the original author and source. Plagiarism most often occurs in the following ways:

- Word-for-word duplicating of phrases without properly citing source.
- Incorrect paraphrasing by substituting a few words, phrases, or sentences from the work of another.
- Taking selected portions and ideas from the work of another and inserting that material in the writer’s own work. This would include papers as well as posters, display boards, Power Point presentations, projects, etc.
- Copying answers or homework assignments from another’s paper.

QUARTER DATES

Quarter 1 = August 23 – October 26, 2018

Quarter 2 = October 29 – January 11, 2019

Quarter 3 = January 15 – March 27, 2019

Quarter 4 = March 28 – May 31, 2019

SCHEDULE CHANGES (MUSIC)

When students select a course, the expectation is that the student will remain in that course for the entire school year. However, if a concern arises about changing music courses, the following procedure must be followed:

1. The parent/guardian will contact the music course teacher to discuss concerning issues and problem-solve possible solutions.
2. If the family still has a desire to drop, the parent/guardian must contact the teacher and administration.
3. A final decision may be made after this meeting.

The intent of this policy is to set an atmosphere for problem-solving directly with the teacher, student, and student’s family before the subject of changing courses is addressed.

7TH & 8TH GRADE SPORTS

Participation in extra-curricular activities is a privilege, and students will be expected to be in good standing academically. Coaches and directors will work with teachers to create a plan to improve grades if necessary.

Students who participate in these sports will compete with students from other schools in the Cedar Rapids, Cedar Rapids Parochial, Linn Mar, College Community, and Iowa City School Districts. If you wish to participate, you must have a physical examination and concussion form. These forms, with signatures, must be turned into the health office before you attend any of the practices. Any student who is excused from PE classes due to illness or injury, is also ineligible to participate in athletic practices or contests.

Athletes who miss school on the day of a competition may not play in the competition unless it is an excused absence. **STUDENTS MUST ATTEND AT LEAST THE LATTER HALF OF THE DAY OF COMPETITION TO PLAY IN AN EVENT THAT DAY.**

The sixth graders will have opportunities to participate in sports with other Harding sixth graders, providing a supervisor is available. If so, Intramurals are played after school from 3:05-4:05 p.m. Students must exit the building as soon as possible after the activity.

Practices begin a few weeks before games/meets/matches begin. Announcements will be made at school for students to sign-up and at that time will be notified of a practice schedule. A schedule of sporting events can be found under the Activities tab on our website. If there are cancellations of sporting events, we will put them on the "Daily Announcements" section on our website.

Games/matches/meets begin and end on the following dates.

BOYS SPORTS

	BEGIN/END
Football	September 13 – October 15
Tennis	September 6 – October 4
Cross Country	September 4 – October 11
Basketball	October 30 – November 29
Swimming	December 13 – January 22
Wrestling	February 7 – March 12
Track & Field	April 9 – May 21
Soccer	April 8 – May 20

GIRLS SPORTS

	SEASON BEGIN/END
Soccer	September 10 – October 4
Volleyball	September 6 – October 4
Cross Country	September 4 – October 11
Swimming	October 22 – November 19
Basketball	December 18 – February 4
Track & Field	April 9 – May 21
Tennis	April 11 – May 16

STUDENT LEADERSHIP COUNCIL

The purpose of the Harding Leadership Council is to represent students and their ideas at Harding Middle School and in the community, to promote high standards of citizenship and study, and to promote friendliness and cooperation between students and staff. The Leadership Council exists as a service organization that endeavors to serve and donate funds to worthy causes. In addition, the Leadership Council may make recommendations and suggestions to the principal and/or general staff.

Students who wish to serve on the Leadership Council are recommended by their teachers. The recommendations are reviewed, and representatives are selected based upon individual scholarship, work ethic, attendance, motivation and ability to work with others.

Members of the Leadership Council elect officers early in the school year. Nominations for the offices of President, Vice-President, and Secretary will be accepted from the Council. After a brief campaign, the election of officers will be conducted by secret ballot.

SCHOOL DISTRICT POLICIES

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Rod Dooley, Executive Director of Equity, (RDooley@cr.k12.ia.us), and/or Linda Noggle, Executive Director of Talent Management, (LNoggle@cr.k12.ia.us), Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

(CRCSO Policy 601)

It is the goal of the Board of Education to enhance social, emotional, behavioral, intellectual, and physical wellbeing of the students enrolled in the district. Students will have the opportunity to use the school and the school's educational program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the student's principal or to the Affirmative Action Coordinator for Students/Director of Student Equity by writing to the Affirmative Action Coordinator for Students/Director of Student Equity, Cedar Rapids Community School District, 907 15th Street SW, Cedar Rapids, Iowa, 52404, or by telephoning 319-558-2249.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114, (816) 268-0550 or Iowa Department of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the District's central administrative office and the administrative office in each attendance center and on the District website: www.cr.k12.ia.us.

Public Notice: Section 504 Of The Rehabilitation Act Of 1973/Americans With Disabilities Act

Section 504 and ADA is an Act which prohibits discrimination against persons with a disability by any institution receiving federal financial assistance. These Acts define a person with a disability as anyone whom:

has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working, etc.); has a record of such impairment; or

is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Cedar Rapids Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and/or practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent may request a form to initiate a referral for any student by contacting the principal or Section 504 Coordinator (typically the school counselor) of any school.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact the Cedar Rapids Community School District Section 504 Compliance Officer (319-558-2259).

Handbook Definitions

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that 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 students are involved in 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.

Jurisdictional and Behavioral Expectations Statement

(CRCS Policy 604)

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, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Inappropriate student conduct may cause material and substantial disruption to the school environment, interfere with the rights of others, or present a threat to the health and safety of students, employees, and visitors on school premises.

The school handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The student handbook and District policies, rules and regulations are in effect while students are on school grounds, District property or on property within the jurisdiction of the District; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District or involves students or staff. District policies, rules and regulations are in effect 12 months a year.

Students shall comply with and abide by the District’s policies, regulations, procedures and student handbook. Students who fail to abide by the District’s policies, regulations, procedures and student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the 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. A violation of a District policy, regulation, procedure 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.

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

Student Attendance

(Code of Iowa Chapter 299A, 299.2, 299.1 and 299.1A)
(CRCS D Regulation 602.2)

All children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. A child enrolled in the District who reaches the age of 16 on or after September 15 remains of compulsory age until the end of the regular school calendar. The parent, guardian, or legal/actual custodian of a child who is of compulsory attendance age shall cause the child to attend the public school, an accredited nonpublic school, or receive competent private instruction in accordance with provisions of Iowa Code Chapter 299A during the school year.

STUDENT ATTENDANCE

(CRCS D Policy 602)

Since punctuality and regular attendance are necessary for students to derive optimum benefit from school, students should be required to conform to District and school rules and procedures regarding attendance. These rules and procedures should be as consistent as practicable among and within grade levels throughout the District, and should be administered in such a manner as to serve the best interests of children and to comply with the Code of Iowa.

Student Absences

(Code of Iowa: 279.11)
(CRCS D Procedure 602a)

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The administrator may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities.

It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. Students, whose absences are not approved, will make up the work at the discretion of the administrator.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

Responding to Excessive Absenteeism

(CRCS D Procedure 602b)

The appropriate school staff should make an effort to resolve attendance problems through the following procedures:

Establish contact with parents or guardians;

Utilize available support staff for the initial investigation;

Maintain written documentation of absences;

Involve the school nurse when illness is used as a reason for excessive absenteeism; and

Consult with other agencies that may be involved with the family.

After a student has accrued (11) eleven days of absences, for reasons other than a health condition verified by a school nurse and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that the student is in regular attendance, the following should occur:

The school administrator will inform the parent/guardian in writing that due to the lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the District truant officer for further action.

A copy of the letter sent to the parent/guardian will then be forwarded to the appropriate District truant officer.

The District truant officer will request a hearing with the **parent** to mediate a plan of action to correct the attendance problem. The written communication will specify a definite time period for the hearing dates.

If the parent/guardian does not respond, and/or the above plan of action fails to produce results and a student has been absent 11 days in a single trimester, a registered letter will be forwarded to the County Attorney or the school attendance task force and the parent/guardian for further action. A copy will be placed in the student's file.

The County Attorney's Office and/or school attendance task force will make the final decision in regard to prosecution or course of action to get and keep the student in school.

Truancy

(Code of Iowa: 299.1, 299.2, 299.8)

(CRCSD Procedure 602c)

A truant child is one of compulsory attendance age (6-16) who:

fails to attend school anywhere; fails to attend competent private

instruction for 148 days per year; fails to attend a minimum of

74 days per semester; or fails to attend a minimum of 49 days

per trimester.

Similarly, if a student turns sixteen prior to September 15, he or she is no longer of compulsory attendance age and may seek alternative forms of education without risk to his or her parent. If a student turns sixteen on or after September 15, he or she is compelled to attend during that school year.

Maintenance of Orderly Conduct

(CRCSD Regulation 604.1)

Conduct which materially or substantially interferes with the educational process is prohibited. Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students shall obey the lawful instructions of school personnel. All persons must, upon request, identify themselves to school staff members in the school buildings, on school grounds, or at school-sponsored events.

Conduct On School District Premises

(CRCSD Policy 1007)

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and civility. Individuals violating this policy will be subject to discipline or other appropriate sanctions.

Individuals are permitted to attend District sponsored or approved activities or visit District premises only as guests of the District, and, as a condition, they must comply with the District's policies, regulations, and procedures. Individuals will not be allowed to interfere with or disrupt the educational program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive, but embarrassing to the students, the District, and the entire community.

To protect the rights of students to participate in the educational program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

Abusive conduct of individuals, either verbal or physical, directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated on school premises or at school approved activities.

Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated on school premises or at school approved activities.

The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated on school premises or at school approved activities.

Prohibited behaviors include any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of prohibited behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's ethnicity, race, gender, nationality, religion, age, sexual orientation or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, electronic messages, and/or various social media websites.

The Board of Education believes firearms and other weapons on District property or at school-sponsored activities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors. Therefore, the Board prohibits firearms and other weapons on District property or at school sponsored activities. Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types,

fireworks, metal pipes, metal knuckles, and explosives. The term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon. Weapons shall be confiscated from persons who bring them onto District property or to school-sponsored activities.

If an individual demonstrates prohibitive behavior on District premises, the individual may be removed by the appropriate District and/or School Administrator. Law enforcement may be contacted for assistance.

Individuals removed from school premises may follow the Board’s complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The District may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Anti-Bullying/Harassment

(CRCSD Regulation 612)

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the Cedar Rapids Community School District. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment and to deal with incidents of bullying and harassment are in place. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school District.

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

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

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

Abuse and Harassment of Students by District Employees

(CRCSD Regulation 604.2)

Harassment of students by school officials, faculty, staff or volunteers who have direct contact with students is also prohibited. Bullying and harassment of students by adults may including the following behaviors: requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; inappropriate remarks to students; unwelcome touching; implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim; suggesting or demanding sexual involvement; or obscene, lewd or sexual gestures or comments.

A student (or adult on student's behalf) who believes he/she has suffered harassment should report such matters to certified staff/administrators and/or the District's equity coordinator. The complaint process is outlined in CRCSD Procedures 601a and 601b. Complaints alleging acts of intentional physical or sexual abuse by school employees, including inappropriate sexual behavior toward students, should be reported to the Level I Investigator as outlined in CRCSD Procedure 506.6a. Each building principal has been designated as a Level 1 Investigator.

Sexual Offender Registry

Iowa law requires sexual offenders to be registered with the State. Parents/guardians seeking information about sex offenders residing in the community are directed to the state Web site at www.iowasexoffender.com.

Reporting Child Abuse, Chapter 102

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of abuse of students by school employees. The procedures include the designation of investigators for the 2017-2018 School Year. The following are the designated Level I investigators for the CRCSD. Any of the following persons may serve as an investigator.

Any person may file a Level I complaint against a Cedar Rapids Community school District employee by completing a Level I complaint form and turning it in to his/her building principal. The complaint may be turned in to any of the individuals on the below list. These forms may be obtained in any school's main office or at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa, in the Human Resources Office.

Level I Investigators:

PRIMARY: Val Dolezal, Executive Director

ALTERNATES: Greg O'Connell, Principal, Coolidge Elementary School

Chuck McDonnell, Principal, Jefferson High School

Wendy Parker, Executive Director

Level II Investigators:

(if a case is designated as "founded", it is turned over to the Level II Investigator Agency: Cedar Rapids, Police Department who will appoint a designee)

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Search and Seizure

(Code of Iowa: Chapter 808a.10)

(CRCSD Regulation 603.2)

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators, unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised, another school official may conduct a search and/or seize items.

Lockers/Desks. (1) Lockers and desks remain at all times the property of the school district. (2) The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. (3) Contraband discovered during the maintenance search shall be confiscated by the administration and the student may be disciplined. (4) The contents of a student's locker or desk (e.g., coat, backpack, purse, cell phone or other electronic device, etc.) may be searched when an administrator has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. (5) Contraband Searches of Lockers – Items of contraband generally cause a substantial disruption of the school environment or present a threat to the health and safety of the students and staff. Items of contraband include, but are not limited to, nonprescription medications; controlled substances such as marijuana, cocaine, amphetamines, and barbiturates; apparatus used for the administration of controlled substances; tobacco; alcoholic beverages; weapons; explosives; poisons; and stolen property. Items of contraband are not to be placed in lockers. In order to protect and promote the educational environment, an administrator having a reasonable and articulable suspicion that the locker contains illegal or contraband items may conduct a search of that locker.

Personal Searches. A student's person and/or personal effects (e.g., purse, book bag, cell phone or other electronic device, etc., or other container used for carrying personal items) may be searched when the administrator has reasonable and articulable suspicion that the student is in possession of illegal or contraband items, or items which are not permitted in the schools. Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator shall attempt to notify the parent/guardian of the impending search.

Searches by Law Enforcement Officers. The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements for police searches (including searches by dogs.)

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like 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. Students bringing firearms to school or possessing firearms at school may be expelled. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Tobacco/Nicotine Free School Environment

(CRCSD Policy 803)

No student, staff member, or school visitor is permitted to use or display any tobacco/nicotine products, including the use of look-alikes where the original would include tobacco or nicotine at any time in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the District; on any school grounds or property owned, maintained, leased, rented or chartered by the District, including athletic fields, sidewalks and parking lots; or at any school-sponsored or school-related event on-campus or off-campus. In addition, no student is permitted to possess a tobacco/nicotine product, including the use of look-alikes where the original would include tobacco/nicotine.

Students who willfully violate the policy will be disciplined in accordance with Board policy. Visitors attending school functions will be asked by staff members in authority to refrain from using or displaying tobacco/nicotine products. Visitors who refuse such a request will be asked to leave the grounds and property.

Weapons

(CRCSO Policy 608)

Firearms, other weapons, other dangerous objects, and look-a-likes are prohibited on District property and at school sponsored activities. The Board of Education believes firearms and other weapons on District property or at school sponsored activities cause material and substantial disruption to the school environment, and present a threat to the health and safety of students, employees and visitors.

Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. The term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon.

Weapons shall be confiscated from persons who bring them onto District property or to school sponsored activities. The parents/guardians of a student shall be notified if a student is found in possession of a weapon, or is responsible for bringing a weapon, onto District property or to school sponsored activities. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. The student will be subject to disciplinary action including suspension or expulsion.

A student bringing a firearm onto school district property or to a school sponsored activity, or knowingly possessing a firearm on school district property or at a school sponsored activity shall be expelled for not less than one year and the student will be referred to law enforcement authorities;. However, the Superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, or unloaded firearms, or other dangerous objects for educational purposes.

Physical Restraint of Students

(CRCSO Regulation 604.7)

The Board of Education realizes that restraint and confinement/detention are, in some circumstances, appropriate as a means to maintaining a safe and orderly school environment. They also expect that such measures comply with the Iowa Administrative Code 281 – Chapter 103.

Use of Reasonable Force

Any staff member may, within the scope of his/her employment, use and apply such force as is reasonable and necessary for self defense, to protect the safety of another person, to restrain a student from self inflicted injury, to stop a fight between students, for the protection of property, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student; and to use reasonable force in other circumstances as defined in 704.1 of the Code of Iowa.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student. No employee shall inflict corporal punishment upon a student.

Procedural Due Process

(CRCSD Regulation 603.4)

In cases where violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process shall be present: 1) the student shall have been provided with information regarding rules and regulations, either in written form or through verbal instruction, or the student should reasonably be aware that the behavior is a violation of school rules; 2) the student shall receive notice concerning the specific behaviors giving rise to any proposed penalty or disciplinary action; and 3) the student shall be offered an informal hearing permitting the student to give the student's version of the events to the decision-making authority.

Suspension

(CRCSD Regulation 604.3)

Students who continue to violate rules of conduct or whose presence is detrimental to the best interests of the school and/or other students may be suspended by the appropriate building administrator.

Expulsion

(CRCSD Regulation 604.4)

A student may be expelled whenever the student's behavior materially or substantially interferes with the educational process, disrupting the ability of other students to profit from the education provided to them. A student may also be expelled for possession of a dangerous and/or look-alike weapon, possession and/or sale of a controlled substance or look-alike drugs, threats of violence, or extreme acts of violence. Bomb threats and other threats or acts of violence may be considered felonies punishable up to five years in prison and \$7,500 in fines. Students involved in these acts will be prosecuted to the full extent of the law.

Co-Curricular Activities Eligibility

(CRCSD Policy 410)

The Cedar Rapids Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Co-curricular activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Participation in school activities is a privilege. Students who participate in co-curricular activities serve as ambassadors of the school/district 365 days a year, 24 hours a day, both away from school and at school. Students who wish to have the privilege of participating in co-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, or unhealthy at all times.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal/designee shall keep records of violations of the co-curricular activities eligibility requirements.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship in the identified area of disability if the student is making adequate progress as determined by the goals and objectives on the student's IEP or accommodation plan.

Student Eligibility for Co-Curricular Activities

To retain eligibility for participation in the Cedar Rapids Community School District co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

The following are violations of the Good Conduct Rule: possession, use, or purchase of tobacco products, regardless of the student's age;

possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath, (this includes "near beer" labeled non-alcoholic beer);

possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;

engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

inappropriate or offensive conduct including but not limited to fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

Student Expression and Appearance

(CRCS D Regulation 603.1)

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district. Students shall be permitted to distribute materials in designated areas before and after school and during the lunch period, as long as it does not create a disturbance, disrupt normal operations, or produce excess littering, and the material content does not violate reasonable standards of decency or advocate the violation of laws. Assemblages of students shall be allowed unless they are designed or may be reasonably expected to disrupt classes, interfere with school activities, or intrude upon the lives and rights of others. Materials concerning non-school events or activities shall be posted only with prior approval of the building principal.

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang-related attire or insignia by students shall be prohibited

Official School Publications

(CRCS D Regulation 609.1)

An official school publication is a curricular or co-curricular student publication or broadcast including, but not limited to, newspapers, yearbooks, literary magazines, television, radio, website, or cable television programs produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the school district and distributed to the student body either free or for a fee. Each school determines its own production and distribution schedule.

Prior Restraint of Material Prepared for an Official School Publication

(CRCS D Procedure 609.1a)

No student shall publish in an official school publication material which is obscene or vulgar, libelous, encourages students to commit unlawful acts or to violate school rules, causes material and substantial disruption of the orderly operation of the school, or infringes on the rights of others.

Safe and Responsible Use of Networked Technology Resources (Computers)

(CRCS D Procedure 604.9a)

Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

Students will access the system for education purposes only.

Students will restrict their access to material deemed appropriate by staff and parents.

Students will use appropriate language and will be respectful of others.

Students will understand and respect license and copyright agreements.

Students will keep passwords and personal information confidential.

Access to network services will be given only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action.

Care of School Property

(CRCS Regulation 604.8)

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 disciplined in accordance with Board policy and/or required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. The parents/legal guardians of minor students may be assessed the cost for damage to school property. Also, they may be required to reimburse the District for the replacement costs of lost equipment or materials furnished by the school.

School Fees

The Cedar Rapids Community School District charges fees for certain items, such as consumable materials, summer school, driver education, musical instrument rental. Students whose families meet the income guidelines for free and reduced price meals, 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. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year; it must be applied for annually.

To be considered for reduced or waived school fees you must complete the Waiver Benefit section on the Application for Free and Reduced Price School Meals.

Student Fee Waiver

Students whose families meet the income guidelines for free and reduced price meals, 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. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year. It must be applied for annually.

Gifts to School Personnel

(CRCS Regulation 1002.6)

No Board member, employee, or immediate family member of a Board member or employee, shall accept a gift of more than three dollars (\$3.00) in value in any one calendar day, and falling within the statutory definition of gift as it relates to public employees and officials. This regulation applies only to "restricted donors" as defined by the Code of Iowa §§ 68B.2

Emergency School Closing and Early Dismissal

Schools will be open and will remain open until the end of the regular school day whenever possible. However, in case of severe weather or other emergencies, the decision may be made to close schools for the day, delay the start of the school day, or dismiss early. An announcement will be made by local radio and television stations and broadcast frequently. In addition, cancellations will be posted on the district website at www.cr.k12.ia.us.

Families may also sign up for electronic notification of emergency closings by going to the district website and clicking on "News" then "Cancellations" and then the appropriate building. Remember that these announcements pertain to one day only. If there is no announcement, school will be operating as usual. Please discuss with your family what to do BEFORE such an emergency occurs.

School officials will try to determine by 10:00 A.M. if conditions call for closing the schools or altering the bus schedule that day. If severe weather conditions develop, or another emergency occurs during the day, the decision is made by 10:00 A.M. whether or not to dismiss classes early. Dismissal schedules will be announced. In the event of an emergency closing the district will determine whether lunch will be served.

Reserved Time for Non-school Student Activities

(CRCSD Regulation 607.1)

Wednesday evenings and Sundays are reserved for non-school-sponsored student activities. On Wednesdays, no public school-sponsored activity shall detain elementary students after 4:30 P.M, middle school students after 5:45 PM and high school students after 7:00 PM. The building principal and appropriate executive administrator of elementary and secondary education respectively must approve exceptions at least 48 hours in advance.

Post-Secondary Enrollment Options

Students in grades 11-12 who have exhausted the courses available in the District Program of Studies may take courses offered during the regular school year by community colleges, private colleges, or state universities. Courses that are successfully completed may apply toward graduation requirements and the District may pay up to \$250 of the cost of a course. Students interested in participating in this program should contact their school counselor. The school district does not pay for the cost of summer school courses. However, summer school courses are eligible for course credit.

Annual Notice Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years ("eligible students") certain rights with respect to the student' 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 [or appropriate school official] 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 believe are inaccurate or misleading.

Parents or eligible students may ask the 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 to 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 without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the School Board; a person or company with whom the School 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, such as a disciplinary or grievance 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 education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to inform the District that the parent or eligible student does not want the District's designated directory information, as defined below, to be released to the public.

To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to September 1 of each school year (or two weeks from the date of enrollment in the District if such enrollment occurs after September 1), of the information not to be released. This object on the release of directory information must be renewed annually. THIS FORM MAY BE

PICKED UP IN THE SCHOOL'S MAIN OFFICE

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Cedar Rapids Community School District does not declare any information pertaining to elementary school students as directory information, but has designated the following student information as directory information for middle and high school students: Student name, parent name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and distinguished academic performance or public service.

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

(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 Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520 or visit their web site at: <http://www2.ed.gov/policy/gen/guid/fpc/index.html> for more information.

(6) The District may share information contained in a student's record with officials of the juvenile justice system if such information will assist in their ability to serve the student.

(7) The District has contracted with Kirkwood Community College, Cedar Rapids, Iowa, to provide driver education instruction for high school students. Information relating to eligibility for full or partial waivers of school fees will be released to Kirkwood for students taking driver education during the school year. If a parent wishes to opt out of this disclosure, the parent will be expected to pay 100 percent of the cost of the driver education course.

Release of Student Directory-Type Information

(CRCSD Regulation 1001.4)

Information designated by District Regulation 606.2 as student directory-type information is considered to be public record, open to public inspection as outlined in Chapter 22, Code of Iowa.

Notice shall be published yearly stipulating that such student directory-type information will be released upon request. If the parent, guardian, or majority-age student objects to such release, a written statement to such effect shall be filed with the student's school within three weeks of the first publication of the notice. (See Regulation 606.2)

U.S. Code 20, Section 1232g

P.L. 93-380 as amended

Code of Iowa: Chapter 22

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of – 1.

Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Cedar Rapids Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

No Child Left Behind Legislation

The “No Child Left Behind Act” (NCLB), 2001 grants parents the right to know the professional qualifications of their student’s classroom teachers. It is the right of a parent to ask for the following information about each of the child’s classroom teachers:

- Teacher state qualifications and licensing criteria for subject areas and grade level
- College major, degrees, and certifications held by teacher and are of discipline.
- Information about teachers who are teaching with conditional licenses.

If you would like to receive information regarding your child’s teacher, please contact your child’s school administrator. In addition, parents have the right to:

- Information on student’s performance level on state assessments
- Timely notice of four or more weeks regarding teaching by teacher not fully qualified
- Qualifications of paraprofessionals who provides services to students

Student Support Services

Additional support services are available to assist teachers when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student’s school.

Open Enrollment

(CRCSD Regulation 602.6, Procedure 602.6a)

Parents/guardians making use of the open enrollment option to request enrollment of their children in another public school district in the State of Iowa should be aware of the following deadlines:

March 1, 2015, is the last date for open enrollment requests for first through twelfth grade for the 2015-16 school year.

September 1, 2014 is the last date for open enrollment requests for kindergarten for 2014-2015 school year.

All requests filed after these dates must meet the "good cause" definition as stated on the application.

Transportation shall NOT be provided to students who enter the District under the Open Enrollment Law of 1989 as amended, unless such transportation is required by law. The District has the right to assign an open enrolled student to a particular school. Parents should be aware that open enrollment may result in the loss of high school athletic eligibility. Forms may be obtained by calling 558-2414.

Complete information is available on line from the Iowa Department of Education; <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

In-District Permits

(CRCSD Procedures 602.4a and 602.4b)

Students in the general education program requesting to attend a school outside of the attendance area in which the student resides shall make that request in writing to the Office of Learning and Leadership on a permit request form. Each request shall be reviewed and acted upon by the appropriate Executive Administrator of Elementary or Secondary Education on the basis of space availability, individual circumstances, and district policy. The receiving principal and the sending principal shall be consulted to determine the feasibility of the request. If a request for a permit is denied and not satisfactorily resolved an appeal may be made to the Associate Superintendent in the Office of Learning and Leadership, whose decision on the matter shall be final.

Permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate Executive Administrator.

Parents shall be responsible for the transportation of students not attending their resident attendance area school.

Competent Private Instruction

Independent Private Instruction

Home School Assistance Program

The parent, legal guardian, or legal custodian of any child who has reached the age of 6 and has not yet turned 16 by September 15 of the current school year, and is not enrolled in either a public school or an accredited nonpublic school, must file the Competent Private Instruction (CPI) form annually. The form is due to the resident district by the first day of classes of the public school or 14 calendar days after removal from an accredited school or moving into the District. Evidence that the child has had the immunizations required by law must be provided at the time the child is first placed under competent private instruction. All required information must be provided or the application will be invalid and students will be counted absent/truant if they are not currently attending a public or an accredited nonpublic school.

The Home School Assistance Program offers home-schooling parents/guardians teacher-assisted services and resources. For information, contact the Home School Assistance Office at 558-2088.

The deadline for dual enrollment and/or Home School Assistance Program (if space is available) is September

15 or within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school. Home school or home school assistance program 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.

The District shall refer a child who may be in need of special education to the area education agency division of special education. (CRCSO 602.2a) CPI forms may be obtained by calling 558-2414.

Independent Private Instruction is also an option.

Complete information is available on line from the Iowa Department of Education;

<https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-homeschooling>

STUDENT HEALTH AND WELL-BEING

Student Illness or Injury during the School Day

Students are sent to the clinic if they are injured or appear ill. An attempt will be made to understand the student's complaint. This may include asking the student some questions about how he/she feels, taking a temperature, making observations, talking to the teacher, and contacting the school nurse. If a student has a temperature of 100^o F. or higher, the parent/guardian will be called and the student will be sent home. Temperature is not the only symptom that influences the decision to send the student home; general appearance and functioning are important factors. After a period of observation a decision will be made to do one of the following: (1) Attempt to notify the parent/guardian; (2) Allow the student to rest in the health office for a brief period. The student is to be fever-free without fever reducing medication before returning to school. Parents will also be notified of injuries that appear to require medical attention.

Communicable Diseases

(CRCSO Procedure 605.3c)

Students with communicable disease will be allowed to attend school as long as their attendance does not create a substantial risk of illness or transmission to the students or staff. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents should be advised to notify the school whenever their child has a communicable disease. Health data of students is confidential.

A student will be excluded from school when the student's condition has been determined to create a health risk to others in the school district environment or when the student is too ill to attend school. Such determination shall be made on a case-by-case basis by the student's physician, appropriate school staff members, and/or the District's medical consultant. The State Department of Public Health and/or the Linn County Health Department also may be consulted.

Provision of Emergency Care

(CRCSO Procedure 605.3a)

School personnel trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students, staff, or visitors whenever these individuals are on school premises or under school

supervision. For severe or life threatening injuries and illnesses, the Emergency Medical System (911) shall be activated and the individuals transferred to an appropriate source of medical care as rapidly as possible.

Annually, parents are requested to provide emergency information, including the phone numbers of parent/guardian and alternative numbers to call in case of injury or illness at school. Parents must notify the school if the information changes during the school year.

Administration of Medication Policy

Prescription Medication. Only medication prescribed by a legal prescriber shall be administered during the time the student is at school. The parent/guardian shall provide written authorization and instructions. The medication (in original container) must be kept in the school health office unless the school nurse authorizes otherwise.

Over-the-Counter Medication. A legal prescriber's signature is also required on the District's medication permission form before any over-the-counter medications or natural remedies and supplements, will be given to middle and high school students, in accordance with Health Services protocols for common complaints of pain, may have limited, over-the-counter medication with written parental consent. Students who have demonstrated competence in administering their own medications may self-administer their medication with approval of the parent/guardian and of the school nurse. By law, students with asthma or other airway constricting diseases may self-administer their medication with approval of their parents and prescribing physician regardless of competency.

A Legal Prescriber can be a physician, dentist, podiatrist, licensed physician assistant or advanced registered nurse practitioner.

Permission forms are available in each school health office or on the District's website under the Student Services/Health Services page.

Immunizations

(CRCS Regulation 602.1)

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate 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. Students may be admitted temporarily to the school if they have completed provisional requirements. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Health Screenings – Hearing, Dental, and BMI

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Dental Screening: St. Luke's Dental Health Center and HACAP partner to offer dental screenings to all Early Learning Programs, AK, kindergarten, grades 2 and 5, all students in elementary special education and elementary ELL programs, as well as others in selected grades. In addition to dental screenings, fluoride varnish

application and dental sealants are offered to children enrolled in qualifying schools. Children will be bringing home a consent form to be completed by the parent/guardian to approve these dental services. Iowa law requires that any student entering kindergarten and ninth grade provide a valid Iowa Department of Public Health Certificate of Dental. *(This form is available from your school nurse, dentist, or on the CRCSD Web site in the Student Services/Health Services section.)* The goal of this legislation is for each student to receive the benefit of early and regular dental care including prevention, and to establish a dental home for children who may not have one. It is also an opportunity to provide outreach to those families who have trouble accessing care. To ensure that these dental screenings are obtained, St. Luke's Dental Health Center/HACAP dental hygienists also provides screening for 8th grade students during the year. **If you do not want your child screened for dental health please notify the health office in writing at the beginning of the year.**

BMI Screening: District health and/or PE staff members will screen height and weight of kindergarten and 5th grade students. Results will be sent home with each child. If you do not wish your child to be screened, you must notify the school health office. If your child had a physical for this school year, we may use that height and weight data to calculate your child's BMI.

Metro Care Connection

Metro Care Connection is the Cedar Rapids Community School District's expanded school-based health centers. The program focuses on removing barriers to learning for youth and strives to meet diverse student needs, improve well-being, increase student attendance and achievement, and ensure connectedness. Services include health care, mental health counseling and substance abuse counseling. To learn more about these services or access the services please call 558-2481, talk to your school nurse or go to the CR schools website.

Physical Examinations

Physical examinations are recommended for students entering kindergarten and grades 3, 6, 9, and 11. Forms are available in the health office, on the CRCSD Website, or from your health care provider. Yearly physical exams are required for participation in athletics. Failure to provide proof of a physical examination will make the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse. In addition, Metro Care Connection offers health care and service to students by Pediatric Nurse Practitioners at no cost to uninsured or underinsured families. To schedule a physical with Metro Care Connection please call 558-2481.

Asbestos Notification

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. Our school district facilities have been inspected by a certified asbestos inspector as required by AHERA. 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 plan is available for inspection in the main office of each school.

HAWK-I Insurance

Parents/guardians 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 under age 19, who meet certain criteria, are eligible. The coverage includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, hospital services, mental health and substance abuse care, to name a few. Applications are available in each school health office. Parents/guardians are urged to call 1-800-257-8563, go to the web site www.hawk-i.org, or contact the Linn County Outreach Specialist at 319-739-1510 for more information.

Head Lice

The Cedar Rapids Community School District would like to assist its families in dealing with head lice by emphasizing prevention, early detection and education. This plan does not keep students out of school for lice but emphasizes family and community education and assistance.

Students with signs and symptoms of head lice will be referred to the health office for evaluation. Parents/guardians of students, found to have live lice or nits (eggs) within ½ inch of the scalp, will be notified and provided with information regarding treatment and management. In the elementary schools, families with a child in the classroom will be notified by a note from the health office along with information regarding identification and management of head lice.

It is important that families check their child's head for lice on a routine basis. This home screening is the most effective measure in preventing, identifying, and controlling head lice.

WELLNESS POLICY

Policy 610

The Cedar Rapids Community School District supports a healthy environment in which students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health, academic achievement and quality of life of students. The District:

Will provide nutrition education and engage in nutrition promotion.

Will develop a wellness approach to physical activities that meet applicable federal and state guidelines.

Promotes activities and policies that support staff members' efforts to maintain a healthy lifestyle.

Supports parents' efforts to provide a healthy diet and daily physical activity for their children.

Will base menus on Dietary Guidelines for Americans, National School Lunch and Breakfast meal pattern requirements, and the Recommended Dietary Allowances.

Recommends that foods and beverages offered on campus and for school activities meet applicable federal and state guidelines.

The "Wellness Policy Committee" will plan for, monitor, and evaluate the implementation of *wellness* initiatives as guided by the Board Policy and Procedures and inform and update the public about the content and implementation of the policy.

Social, Emotional, Behavioral Screening

Social, Emotional, Behavioral (SEB) Screening: Students in grades 3, 5 and 7 will be screened to assess social, emotional, and behavioral well-being. The purpose of the screening is to identify areas where students may

need some additional support. Follow up screening and parent communication may occur if the results indicate the need for further attention. Parent/guardians not wishing their child(ren) to be screened should notify the school by signing the active refusal form sent home prior to screening. Parents/guardians with concerns about their child's mental health should contact the counseling or health office.

Notice: Chapter 103 Iowa Administrative code – Corporal Punishment, Restrain, and Physical Confinement and Detention

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 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 must maintain documentation and must provide certain types of notice to the child's parents.

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 we site: www.iowa.gov/educate.