

# Crestwood High School

2018-2019  
Student Handbook



1000 Schroder Drive  
Cresco, IA 52136  
563-547-2764

[www.howard-winn.k12.ia.us](http://www.howard-winn.k12.ia.us)

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#### **HOWARD – WINNESHIEK COMMUNITY SCHOOLS**

Our **vision** is to discover, develop and expand passions, creativity and strengths.

Our **mission** is to prepare and empower our students to think creatively,  
serve, contribute and succeed locally and globally.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
(EEOE) STATEMENT**

**Notice of Nondiscrimination**

The Howard-Winneshiek Community School District offers career and technical programs in the following areas of study:

- Agriculture, Food and Natural Resources
- Applied Science, Technology, Engineering and Manufacturing
- Arts, Communication and Information Systems
- Business, Finance, Marketing and Management
- Health Services
- Human Services

It is the policy of the Howard-Winneshiek Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs) sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Ann Smith Equity Coordinator, Howard-Winneshiek Community School District, 1000 Schroder Drive, Cresco, Iowa, 52136 phone (563) 547-2300, extension 347, [asmith@howard-winn.k12.ia.us](mailto:asmith@howard-winn.k12.ia.us)

**Equal Employment Opportunity, Board Policy 401.2**

The Howard-Winneshiek Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directive sand regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, gender, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

## **HOMELESS**

The Board of Directors of the Howard-Winneshiek Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with nonnuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance as provided to resident pupils.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Howard-Winneshiek Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. 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. To inquire about eligibility contact the District 504 Coordinator at (563) 547-2764.

## **CHAPTER 103 NOTIFICATION STATEMENT**

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **DUE PROCESS STATEMENT**

Due process is that procedure of informing persons of the charges against them and a chance to have a fair hearing on those charges. If students feel that they have been treated unfairly, they may, with parent/guardian knowledge,

request a hearing in writing no later than 5 days after the charges and punishment have been given. The letter shall state the objection, reasons for the objection, and a request for a hearing to the principal.

#### **PARENTAL CONSENT**

Crestwood High School needs parental permission for any student who is claimed as a dependent on their parents' tax form. Simply saying "I'm 18 and can do what I want" is not a sufficient reason.

#### **COMPLIANCE STATEMENT - DIRECTORY INFORMATION**

In compliance with the Department of Education regulations pertaining to "Private Rights of Parents and Students," the Board of Education of the Howard- Winneshiek Community School District hereby gives notice that it may release any or all of the following "Directory Information:" the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information.

If the parent or a student who has reached majority age does not want the above information released, notice in writing should be sent to the principal prior to the beginning of the school year.

#### **COMPLAINTS AND GRIEVANCES**

It is the goal of the District to resolve student's complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teachers or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal.

#### **NON-DISCRIMINATION POLICY**

The Howard - Winneshiek Community School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, religion, creed, age, physical attributes, physical or mental ability, ancestry, political party preference, political belief, or familial status in its educational programs, activities, or disciplinary procedures.

Educational programs, activities or employment policies are required by Title VI and VII of the 1964 Civil Rights Act, Iowa Civil Rights Act of 1965, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with these policies can be directed to the District Office at (563) 547-2762.

#### **SCHEDULES**

##### Daily Regular Schedule

|              |          |
|--------------|----------|
| 8:10 - 8:54  | Period 1 |
| 8:58 - 9:42  | Period 2 |
| 9:46 - 10:30 | Period 3 |

|                         |          |
|-------------------------|----------|
| 10:34 - 11:18           | Period 4 |
| 11:22 - 11:38           | Homebase |
| 11:42 - 12:56           | Period 5 |
| "A" Lunch 11:42 - 12:06 |          |
| "B" Lunch 12:07 - 12:31 |          |
| "C" Lunch 12:32 - 12:56 |          |
| 1:00 - 1:44             | Period 6 |
| 1:48 - 2:32             | Period 7 |
| 2:36 - 3:20             | Period 8 |

#### 1-Hour Early Dismissal

|       |   |           |               |
|-------|---|-----------|---------------|
| 8:10  | - | 8:49      | Period 1      |
| 8:53  | - | 9:32      | Period 2      |
| 9:36  | - | 10:15     | Period 3      |
| 10:19 | - | 10:58     | Period 4      |
| 11:02 | - | 12:11     | Period 5      |
|       |   | "A" Lunch | 11:02 - 12:26 |
|       |   | "B" Lunch | 11:26 - 11:50 |
|       |   | "C" Lunch | 11:50 - 12:14 |
| 12:18 | - | 12:56     | Period 6      |
| 1:00  | - | 1:38      | Period 7      |
| 1:42  | - | 2:20      | Period 8      |

#### 2-Hour Late Start

|       |   |           |               |
|-------|---|-----------|---------------|
| 10:10 | - | 10:40     | Period 1      |
| 10:44 | - | 11:14     | Period 2      |
| 11:18 | - | 11:48     | Period 3      |
| 11:52 | - | 1:04      | Period 5      |
|       |   | "A" Lunch | 11:52 - 12:16 |
|       |   | "B" Lunch | 12:16 - 12:40 |
|       |   | "C" Lunch | 12:40 - 1:04  |
| 1:08  | - | 1:38      | Period 4      |
| 1:42  | - | 2:12      | Period 6      |
| 2:16  | - | 2:46      | Period 7      |
| 2:50  | - | 3:20      | Period 8      |

### **SCHOOL HOURS**

School hours are generally from 7:30 am until 4:00 pm. Students are not to enter the building before 7:30 am unless there is a special need to be in the building before that time. The office needs to be informed about these situations. Students who are not in school related activities or supervised by a moderator need to vacate the building by 4:00 pm. Classrooms, hallways and the Student Center are not for loitering or gathering without administrative approval.

### **COMPULSORY ATTENDANCE**

***"A school district's primary obligation is the education of its students."***

*"School districts may define by policy what are excused and unexcused absences. The determination of whether an absence is excused is made by the school, not by the parent."*

*(In re Donald and Katherine Blaess, 4 D.P.I. App. Dec. 118 (1985)).*

*Truancy is defined as a student who is not in their designated classroom without permission and/or not attending school for the minimum days established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the school board. (School Board Code No. 501.10)*

The Howard Winneshiek Community School District believes in positive school attendance, knowing that attending school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Parents/Caregivers/Guardians play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job. Research proves that if a student is not in school (excused or unexcused) these absences have a major impact on their educational progress.

- *Starting in kindergarten and through 3rd grade, if a student is absent from school (excused or unexcused) more than 9 days per semester, it greatly affects their ability to learn to read.*
- *By 6th grade, absenteeism is 1 of 3 signs that a student may drop out of high school.*
- *By 9th grade, regular attendance is a better predictor of graduation rates than District Tests.*
- *Students can be chronically absent even if they only miss a day or two every few weeks.*
- *Attendance is an important life skill that will help your child graduate from high school, go on to college and also to keep a job.*

#### **Compulsory Attendance Law; Excerpt 299.1, 299.2**

It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Parents within the school district who have children over age 5 and under age 16 by September 15th, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. This number was set previously by the school board. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- *Have completed the requirements for graduation in an accredited school*
- *Have obtained a High School Equivalency Diploma (HSED - formerly GED)*
- *Are attending religious services or receiving religious instruction*



- *Are attending an approved (or on probation) at an approved private college preparatory school*
- *Are attending an accredited nonpublic school*
- *Are receiving Competent Private Instruction*

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The administration will investigate the cause for a student's truancy. If the administration is unable to secure the truant student's attendance, the administration should discuss the next step with the school board. If after school board action, the student is still truant, the administration will refer the matter over to the Howard County Attorney.

**Parents/Caregivers/Guardians Responsibility:**

Parents/Caregivers/Guardians are encouraged to call prior to 8:00 a.m. to report absences. 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. Parents are encouraged to call the school each day if their child is going to be absent or tardy. If parents do not call, the school will attempt to contact the parents. We do have an answering machine on at all hours to take your messages. The HWCSD administration may request evidence or written verification of the student's reason for absence.

**Student Absences - Excused School Board: Code No. 501.9**

Regular attendance by students is essential to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the administration of their attendance. Student absences approved by the administration are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. The school reserves the right to determine whether an absence is excused or unexcused. Therefore, all absences, including excessive excused absences may be reviewed for legitimacy.

Administrators serve as Truancy Officers. The building administration, guidance counselors, Success Team members, school nurse, family case manager and/or other community human resource personnel may receive referrals of students who have an unusually high rate of absenteeism, including excessive morning absences/tardies. Students with questionable attendance records may also be referred to civil authorities. The Howard County Attorney may be notified for extensive unexcused absences. If a student is absent over half of the morning or half of the afternoon he/she is counted absent for that half day. These times for ½ day absent are as follows:

- Morning K-6; 1/2 day absent if arriving after/leaving before at 10:00 a.m.
- Afternoon K-6; 1/2 day absent if leaving before/arriving after 2:00 p.m.

**Excused Absences:**

- **Student Illness** - *after 3 days, a doctor's note must accompany the child upon return to the school district. If obtaining a doctor's note is a financial hardship, the family may bring their child to school and the school nurse will do a well-child check and the nurse will give their recommendation.*
- **Doctor Visits** - *(Dentist, Orthodontist, Chiropractor, etc.) Documentation of all doctor visits must accompany the student upon return to the school district for it to be considered as an excused absence.*
- **Legal Obligations** - *To be counted as an excused absence, a building administrator must be notified to verify the absence as excused.*
- **Family Emergencies** - *To be counted as an excused absence, a building administrator must be notified to verify the absence as excused.*
- **Recognized Religious Observances**
- **Bereavement/Funerals**
- **Family activities/vacation-** *A parent conference with the administration prior to the activity/vacation is required for an excused absence.*
- **School-Sponsored Activities** - *Unexcused absences, skipping classes and tardies - may be taken into consideration for excusal*
- **Post Secondary Learning Events/Activities** - *Unexcused absences, skipping classes and tardies - may be taken into consideration for excusal.*
- **Athletes/Student Activities:** *A student who is absent during any portion of the day shall be ineligible to participate in any practices, games, contests, unless accompanied with a doctor's note or additional documentation upon return to school. The final determination for participation will rest with the building administration.*

**Truancy - Unexcused Absences; School Board Code No. 501.10**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the administration of their attendance center.

Students are subject to disciplinary action for truancy including suspension and expulsion. Suspensions from school (either in-school or out-of-school suspension) will be treated as school-initiated student absences and will not count toward the days absent. It is within the discretion of the administration to determine, in light of the circumstances, whether a student may make up work missed and receive credit because of truancy. It is the responsibility of

the superintendent, in conjunction with administration, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

The school reserves the right to determine whether an absence is excused or unexcused. Therefore, all absences, including excessive excused absences may be reviewed for legitimacy.

- *Subject to Iowa State Law, a student may be withdrawn from a course upon the fifth unexcused absence to the class with a grade of "W".*
- *Chronic truancy will result in the collaboration of the Howard County Community School District, the Department of Human Services and/or the Howard County Attorney.*
- *Unexplained absences (those with no parent contact) will be unexcused.*
- *If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism is a reasonable practice.*
- *If an assignment is due on the day a student has an unexcused absence, it may result in zero credit for that assignment (at the discretion of the individual teacher).*

Absences for reasons other than those listed previously will be unexcused. As defined by Iowa Code (In re Blaess, 4 D.P.I. App. Dec. 118), the final determination of an absence being excused or unexcused rests solely with the school.

**Unexcused Absences include, but are not limited to:**

- *Truancy*
- *Skipping Class - 3 skipped classes (including study halls and home base) will result in the creation of an attendance contract and may include after school detentions and up to .5 ISS*
- *Haircuts*
- *Hunting*
- *Manicures*
- *Need to Rest/Sleeping In*
- *Tanning*
- *Concerts*
- *Department of Transportation visits*
- *Senior Pictures*
- *Personal Business without explanation/documentation*
- *Leaving school to eat lunch*
- *Preparation or participation in parties or other celebrations*

- *Absences (those with no parent contact) by the end of that same school day, will be counted as unexcused*
- *Parents reporting, "My son/daughter will not be in school today," or other ambiguous reasons*

Additional work may be assigned to compensate for class time lost due to absences. However, the failure to complete makeup work assignments within a reasonable time (typically two days for each day missed) may result in no credit for the assignment(s). Students must be aware the tests and assignments given upon return may not be the same as the rest of the class has already been given.

**Unexcused Absences Policy/Procedure for Grades K - 12**  
**Individual Class Periods are Monitored for Attendance:**

- **At 5 Unexcused Class Period Absences**, a letter will be sent home addressed to the Parent/Caregiver/Guardian of the student, accompanied by a telephone call verifying attendance concerns.
  - High School Students (9-12) Subject to Iowa State Law, a student may be withdrawn from a course upon the 5th unexcused absence with a grade of "W"
  - Additional Positive Behavior Intervention Supports may be put in place to support attendance concerns
  - Student will be placed on the Success Team's Roster. Depending on student/family need, a variety of interventions will be considered at this time such as Home Visits, Check-In/Check-Out, Mentoring Program or Attendance Contract
  - Truancy Law and next steps will be reviewed
- **At 8 Unexcused Class Period Absences**, a second Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
  - At this time, a Parent/Caregiver/Guardian meeting will be scheduled with Building Administration, along with staff members pertinent to the student's academic success
  - Attendance Behavior Intervention Plan will be written at this time. Additional Positive Behavior Intervention Supports will be put in place for Family/Student Success
  - Truancy Law and next steps will be reviewed
- **At 10 Unexcused Class Period Absences**, a third Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
- At this time, a second Parent/Caregiver/Guardian meeting will be scheduled with Building Administration and if deemed necessary, additional authorities may be invited, including but not limited to: DHS, County Attorney, or Juvenile Probation Officers. A formal contract will be written, outlining all consequences regarding

truancy along with any additional supports necessary for student attendance/academic success.

- Students with excessive absences may be subject to the following consequences:
  - *High School Student removed from a class(es) with a “W” on transcript; online credit recovery will be assigned*
  - *Loss of assignment credit for days absent*
  - *The possibility that the loss of assignment credit may result in failure of the class*
  - *After-School tutoring sessions may be assigned to complete missing assignments*
  - *Summer School may be assigned to recover academic time lost*
  - *Student may lose School Driver’s Permit privileges*
  - *Student may lose opportunity to apply for School Driver Permit*

**Parent/Caregiver/Guardian referred to County Attorney's Office regarding Truancy Laws:**

**Iowa Attendance Law: (Iowa Code 299.5A)**

*“School Officers SHALL first attempt to find the cause for the child’s absence and use every means available to the school to assure the child does attend. If the parent/guardian/custodian, or child refuses to accept the school’s attempt to assure attendance, the truancy officer SHALL refer the matter to the county attorney for mediation or prosecution.”*

**Iowa Attendance Law - Consequences for Truancy: (Iowa Code 299.6)**

*“If a parent/guardian/custodian, is referred for prosecution and is found guilty for violating a provision of the code, the agreement, or for refusing to participate in mediation the consequences are:*

**1st Offense:** simple misdemeanor is punishable by:

- a. Imprisonment not exceeding TEN DAYS
- b. A Fine, not exceeding \$100
- c. Community Service - 40 hours

**TARDY POLICY**

It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Tardies will documented by each semester of a school year. A student is tardy when he/she is not in the classroom at the beginning of the class period when they are expected to be there. If they have a legitimate pass from another staff member they are not considered tardy. It is up to each teacher to set his/her tardy guidelines. If a student arrives more than fifteen (15) minutes after class, they are considered absent. Tardy students must attend the remainder of the period to which they are tardy. The first unexcused tardy to a class/study hall will be documented without a

detention being issued. The second unexcused tardy to the same class/study hall will result in a detention. The teacher will continue to document tardies in the Student Information System and will assign the detention. If a student has 5 or more tardies in one class period, it will be documented as a Major Office Referral in the Student Information System. Detentions will continue to be served either before school or after school. If the student takes a school bus to get home, this will be taken into consideration when the detentions are served. Failure to serve detention may result in further disciplinary action.

The Howard-Winneshiek Community School District's attendance policy will be reviewed at least every five years as required by 281-IAC 12.3(2). The attendance policy does not impose a disparate impact on students by virtue of race, color, national origin, gender, disability, religion, creed, sexual orientation, sexual identity, or socioeconomic status.

#### **EXCESSIVE ABSENCES/TRUANCY**

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

#### **MAKE-UP WORK**

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. A student will be allowed two times the number of days missed to complete make-up work. However, term papers, term projects, and major tests announced to the student prior to his/her absence will be due the day the student returns to school. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the missed work. However, students who are on in-school suspension will be given the work they would miss that day in class and be given credit.

#### **HOMEWORK REQUEST**

When a student is or has been ill parents/guardians may request assignments from his/her teachers for the days absent. Students should check Schoology for assignments when they are absent. Requests should be made by 9:00 am on the day that the assignments are to be picked up so that the teachers will have sufficient time to prepare the needed work. Material will be available for parents to pick up by 3:30 pm in the principal's office.

#### **SENIOR YEAR PLUS REGULATIONS**

The intent of the Senior Year Plus statute is to ensure all students in Iowa have increased access to courses that have the potential to generate college credit while in high school. Students in concurrent enrollment as well as PICO and PSEO courses must be juniors or seniors or TAG freshman and sophomores or enrolled in the construction career or PLTW pathway. The statute requires all students enrolling in college credit courses be proficient in reading, math, and science. At Crestwood High School, concurrent enrollment courses include:

- Advanced Placement courses (AP)

- Contracted courses and PICC (Placement in College Credit) at Northeast Iowa Community College
- Iowa Communication Network Courses (ICN)
- Iowa Learning Online courses (ILO)

Juniors and seniors who wish to take classes at the Northeast Iowa Community College Center must have taken and passed the 9th and 10th grade required classes. Any required class which a student failed must be passed before a student can take classes at the college.

**Approved Criteria Ensuring Reading, Math, and Science Proficiency:**

1. The student is proficient on the reading comprehension, math computation, and science portions of the Iowa Assessments. Proficiency is a National Percentile Rank of 41 or higher on each of these tests.
2. The student is proficient on the reading, math and science portions of the Measure of Academic Progress (MAP) Tests. Proficiency is a RIT score that correlates to the percentile of 34 or higher on each of these tests.
3. The student is proficient on the English, Math, and Science portions of the Pre-ACT test or American College Testing test (ACT). Proficiency is a score of 18 or higher on either of these assessments.
4. The student is proficient on the Accuplacer Test. Proficiency is a score above the developmental level as determined by the partner college (NICC test requirement is a score of 250 or above on the Next Generation reading test, a 70 on the Classic Accuplacer Reading and 30% on the ALEKS math test). The students passing the Accuplacer Test would still need to prove proficiency in science on the Iowa Assessments, MAP, or ACT tests or using specified course grades.
5. The student received a C or better on the most recent semester grade in science. These courses in Science (Biology, Human Anatomy & Physiology, Chemistry, Physics, Principles of the Earth or Science 11) correlate to the Iowa Assessment performance level descriptors.

Note: Proficiency can be met with any combination of these 5 pre-approved criteria but must demonstrate proficiency in the areas of reading, math, and science using their most recent test score of grade.

\*\*\* Career and Technical Coursework for Dual Credit is exempt from meeting Senior Year Plus guidelines.

**Students who miss five NICC class sessions may be dropped from the class as per the attendance policy. However, students may not take classes the following semester due to excessive absences the previous semester. Students who fail an NICC class due to poor attendance or lack of academic success will not be permitted to enroll in any NICC course for the next semester. Following one semester off, the student will be allowed to enroll in ONE college class the next semester to show that (s)he is able to succeed at college level work.**

### **DROPPING AND ADDING A CLASS**

Freshman, sophomores, juniors, and seniors may drop high school courses during the first five days of a new semester. A student dropping a subject after this period of 5 days will receive an "F" in that course.

College courses may be dropped within the first 5 days of a new semester. A student may withdraw from a college course up until mid-term of the first and third quarter. Withdrawing from a college class after that time will result in an "F" on their high school transcript.

A yearlong course may not be dropped at the end of the first semester unless the student has the approval of the teacher, principal and the guidance counselor.

Students dropping a course must replace it with another, if necessary, to maintain the six and a half course minimum.

### **ON-LINE LEARNING**

Students will be limited to no more than two class instructed in an on-line format each semester. This includes both Crestwood High School Classes and NICC classes.

### **ACADEMIC ELIGIBILITY FOR ACTIVITIES**

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12. The state guidelines require students to pass **all** classes taken.

Activities at Crestwood High School are defined as anything where there is voluntary participation by the student outside of the normal academic day. Classification of activities includes Athletics and Non-Athletics (activities not course grade related). Crestwood students who participate in these activities whether it is athletics or non-athletics will be under the jurisdiction of the academic eligibility guidelines. Students who assist an athletic team in any capacity e.g. managers, trainers, etc. are included.

#### **\* ATHLETICS**

Baseball  
Basketball  
Cheerleading  
Cross Country  
Golf  
Football  
Softball  
Swimming  
Track  
Volleyball

#### **\*\*NON-ATHLETICS**

FFA Competitions  
Jazz Band  
Music Honor Festivals  
Musicals/Plays  
Drumline  
Pep Band  
Speech activities  
State solo ensemble-band or vocal  
Trapshooting  
Parades before school year



\* Includes any other sport sanctioned by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union which is added to the athletic program at Crestwood High School.

\*\*Includes any other activity that is not course grade related that might be added to the activity program at Crestwood High School.

IHSAA & IGHS AU provisions:

If at the end of each semester a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 30 calendar days. For the purposes of this sub rule, a "bona fide contestant" means a student who presently or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies.

At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

The period of ineligibility will begin on the Monday of the first full week of school after the change of semesters.

IHSMA provisions:

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded within a period of 30 calendar days. The period of ineligibility will start at the beginning of the following term.

**GOOD CONDUCT POLICY**

The Good Conduct Code for Activities Participation

All participants in the activities program serve as ambassadors of the Howard-Winneshiek Community School District. Therefore, the school district maintains high conduct standards through the provisions of the Good Conduct

Code for students that enjoy the privilege of activities participation.

Activities covered by the Howard-Winneshiek Community School District's Good Conduct Code include athletics, cheerleading, instrumental and vocal music, FFA, Health Career's Club, Key Club, speech, drama, all honorary

and elected offices, and any other activity where the student represents the district outside the classroom. This code applies to 7th-12th grade students.

#### Violations

Essentially, a violation of the Good Conduct Code is any action for which the student is arrested and/or cited in a criminal court system. The most typical violations of the Good Conduct Code are possession of alcohol, tobacco, or other controlled substances or theft.

#### Investigations

The athletic director executes an investigation by receipt of violation from law enforcement and/or juvenile court office personnel. Cooperation of the student is vital to the investigation process. A student that fails to cooperate with the investigation is assigned additional suspension time as defined in the “\*\*Important Notes” section below. Substantiated violations of the Good Conduct Code result in temporary suspension from the activities program.

#### Consequences

A student that violates the Good Conduct Code and fully cooperates with the investigation is suspended from the foremost event(s) in every activity in which the student participates for one calendar year (365 days) correspondent with the number of incurred violations. For example, violation #1 results in suspension of the foremost event in every activity of participation for one calendar year. Therefore, if a student would go out for football, track, band, and FFA the next calendar year (365 days from the date of the violation) - the student would miss one event for football, one for track, one for band, and one for FFA. Violation #2 results in suspension from the two foremost events in every activity of participation for one calendar year (two events in football, two in track, two in band, and two in FFA). Violation #3 results in suspension from all activities for one calendar year. Violation #4 results in suspension from all activities for high school career.

#### Suspension Conference

The athletic director reviews the details of an imposed suspension with the student in question in a formal suspension conference. Parents or guardians may also attend the conference.

#### Appeals

After the suspension conference, appeals may be made first to the superintendent, then to the HWCSD Board of Education, and finally the Iowa Department of Education.

#### \*\* Important Notes

- The term calendar year as used in the Good Conduct Code begins on the date the violation occurred.
- A student shall be suspended from an additional event in every activity of participation for one calendar year if:
  1. the student fails to cooperate during the investigation
  2. the student fails to report a violation to the athletic director or

coach/sponsor prior to the student's next  
scheduled performance/contest

3. the student participates in an event after incurring a substantiated  
violation

- A student who incurs a violation of the Good Conduct Code in grades 7 & 8 enters 9th grade with a clean slate. Students shall be considered high school students after their last day of school of 8th grade.
- A student who incurs a violation is encouraged to continue as a member of any and all activities. However, the student shall not perform as a member of the activity in any public performance during the imposed suspension. Pre-season contests, jamborees, scrimmages (Meet the Team Night, Dress Rehearsals, etc.) shall not be included in event ineligibility.
- A suspension that is not fulfilled due to the lack of remaining scheduled activities/contests shall carry over to the next season in the activity in question.
- If the period of time between a violation and activity is one calendar year (365 days) or more, the student shall not serve an ineligibility period

#### Attendance Policy

A student who is absent during any portion of the day shall be ineligible to participate in any practices, games or contests. If the principal knows beforehand that the student will be absent for bereavement - attending the funeral of a relative or significant person; or professional appointments - doctors, orthodontists or dentists, the absence will be excusable with appropriate documentation. Haircuts, manicures, tanning sessions, illness and the need to rest shall not be excusable for eligibility purposes. Certain extenuating circumstances apply to specific situations. The final determination for participation will rest with the HS Principal.

#### National Honor Society and Student Leadership Team

A student that violates the Good Conduct Code shall be ineligible from holding an elected office (class officer or student leadership representative) or honorary position (National Honor Society). If the student is already a class officer or a member of the student leadership team, the student will be removed from office and replaced by qualifying student. If the student is already a member of the National Honor Society, this student will not be verbally recognized as a member during commencement exercises.

#### Homecoming

If a student incurs two violations of the Good Conduct Code during their high school career, or one violation in the calendar year prior to Homecoming, the student shall be excluded from Homecoming Court consideration their senior year.

#### A. What Is Expected From the School Personnel?

1. Deal with students involved in violation of the policy in a timely, fair, and compassionate manner.
2. Communicate with the student, parent, and all coaches/activity sponsors involved.

3. Inform students and parents of policy expectations at the beginning of the year or prior to the first competition.
4. Emphasize that the policy is of educational value to students and encourage responsible decision making.
5. Provide a means to effectively communicate to parents and students the implications of code violations. (Mandatory attendance will be required.)

**B. What Is Expected From the Student?**

1. Represent CHS in a positive manner throughout the year, in and out of the competitive seasons.
2. Communicate with school officials in a timely and honest manner in regard to the Good Conduct Policy.
3. To be open to consequences of the Good Conduct Code and recognize these consequences as educational and beneficial.
4. To communicate with parents/guardians about any behaviors that may be considered violation of the policy.
5. To make good decisions and choices when questionable behaviors are presented.

**C. What Is Expected From Parents?**

1. To attend meetings and visit with school personnel.
2. To communicate directly with your student about the policy itself, consequences, and the need to make good choices and decisions.
3. To inform your student of the support you have for the policy and school officials administering the policy.
4. To understand that students make mistakes, grow, and mature by dealing with consequences and learning from them.
5. To be aware of the activities their student is involved in at all times.
6. To contact the school and inform school officials of any violation of this policy should the student not volunteer.
7. To communicate with their student about the consequences of a violation and other consequences that may come from home or law enforcement officials.
8. To make a commitment to deal with any violation of this policy in a manner so as all parties involved will benefit.

**TRANSPORTATION TO/FROM EXTRACURRICULAR EVENTS**

Students, who are provided school-sponsored transportation for extracurricular events, shall ride to and from the event in the school vehicle. A student's parent(s) or guardian(s) may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on school-sponsored transportation. If a student wishes to ride home from an event with a parent other than his/her own parent or guardian, the adult who is providing the transportation home must provide the school sponsor or chaperon with written permission from the student's parents or guardian which specifically requests this alternative form of transportation. This permission must include the name of the adult with whom the student will ride home and the date and name of the location of the event.

### **ARRIVAL AND DISMISSAL**

Students who arrive at school before 8:00 am will be expected to remain in the student center unless they have a pass to see a particular teacher. Teachers will be available for additional homework help and counsel at 8:00 am each day and possibly earlier if special arrangements are made. After 8:00 am, students may leave the student center and report to their lockers and their first period class.

### **BAD WEATHER OR POOR ROAD CONDITIONS**

If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be made on Twitter and school website as well as heard on the following radio/television stations: KCZQ Cresco - Dial 102.3 FM; 92.3 FM; KROC Rochester - Dial 106.9 FM; KDEC Decorah - Dial 1240 AM, 100.5 FM; KWWL TV Waterloo - Channel 7; KTTC TV Rochester - Channel 10; KIMT TV Mason City - Channel 3.

### **BUS RULES**

Students have a right to transportation, but we are not required to save a seat. All buses have more riders assigned to the route than there are seats. This is because some students drive or are transported to school by other means. If you know that you will not be riding the bus you must call the Transportation Office (563) 547-2341. If you sign up to ride and the bus stops twice with no rider appearing to load, your address will be placed on a will-call list basis. On the third day and subsequent days the bus will bypass your residence until we receive a phone call to change your riding status.

#### **Rules on the Bus:**

1. The bus driver will assign seats
2. Be courteous, respectful, and responsible to the driver and others
3. Student will talk in a normal tone with no profanity allowed
4. Do not eat or drink on the bus and keep your area clean
5. Violence and roughhousing is prohibited
6. Remain in seat at all times
7. Keep your hands and head inside the bus with feet on the floor at all times with the aisles clear
8. No items such as large band instruments, class projects or large carrying bags will be permitted
9. Destruction of property will be handed over to the proper authorities as "vandalism"
10. Do not destroy property or you will be charged for it
11. For your own safety do not distract the bus driver through misbehavior
12. Riders are not to throw items in the bus, at the bus, or out of the bus. Items thrown out of the bus will be handed over to the proper authorities.
13. Touching safety equipment such as the emergency exit windows, rear emergency door exit, and other items is cause for expulsion from the

bus

14. All riders will return required forms filled out and signed by your parent/guardian when requested

#### **USE OF MOTOR VEHICLES**

Driving a motor vehicle to and from school is a privilege - not a right. Students who drive motor vehicles must park only in the designated areas and may not loiter around or be in their vehicles once they are parked on school property. Students may not leave the school grounds in their vehicles during the school day without permission from the administration. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students will be expected to observe all traffic and parking regulations. Careless and reckless driving which may endanger the occupants of the vehicle and/or pedestrians will result in the possible loss of the privilege to drive on school property. Staff and visitors will have a reserved parking area in the south parking lot. Student parking is restricted to the south lot. The parking spaces east of the high school, adjacent to the softball field, are for staff members only and strictly prohibited to students during school hours on regular school days. Students may not return to their vehicles during the school day unless they have specific permission from the office. Student parking areas are clearly marked in yellow and students must park within the parking lines. Students who park illegally in handicapped parking areas will be turned over to local law enforcement officials.

#### **CRESTWOOD HIGH SCHOOL DRESS CODE**

A student's dress, accessories or grooming is inappropriate when:

1. it leads school personnel to reasonably believe that such dress will disrupt, interfere with, disturb, or detract from a quality learning atmosphere.
2. it creates a health problem for others as a result of strong odors, such as intense perfumes, colognes, or tobacco; or from inadequate hygiene or clothing cleanliness.
3. it creates a safety hazard.
4. it contains writing, pictures, or any other insignia, which are crude, vulgar, profane, or sexually suggestive.
5. it bears or suggests drug consumption, promotions, names, images, or likenesses, including those of alcohol or tobacco.
6. it reveals undergarments and/or private areas.  
\*apparel with excessive tears and/or holes will not be allowed.
7. it suggests racial, ethnic, or religious prejudice.
8. it creates animosity between groups.
9. it can be construed to have an inappropriate "double meaning".
10. it includes:
  - \* see-through or fish-net fabrics
  - \* A-shirts (ribbed tank tops) if worn by themselves
  - \* halter or other back-less tops
  - \* spaghetti straps

- \* off-the-shoulder clothes
  - \* dark glasses, unless prescribed
  - \* head apparel worn during school hours, at school activities during school hours; hats, caps and/or head coverings are not to be worn inside the school building
  - \* tear-away type apparel unless worn with shorts underneath (shorts which meet dress code guidelines)
11. it may also include (these guidelines staff will follow in determining whether clothing and/or grooming meets dress code)
- \* bare midriffs when both arms are raised at a 90 degree angle, while seated or standing and without making adjustments
  - \* low-cut tops
  - \* shorts shorter than bottom of fist or 8 inches above the knee
  - \* skirts shorter than tips of fingers when arms are straight at sides while standing, without making adjustments or 6 inches above the knee
  - \* necklines on shirts cannot be lower than the line from armpit to armpit

Any high school group or organization that wants to have shirts printed and wear them at school must have the wording and picture(s) approved by the principal. Any questionable shirts printed without approval cannot be worn at school.

### **STUDENT CONDUCT**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

### **GOOD CONDUCT RULE**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in school extracurricular activities must conduct themselves in accordance with board policy regarding student conduct.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

Students who wish to participate in extracurricular activities that require physical exertion including, but not limited to, cheerleading and athletics, shall be required to submit a physical examination stating the student is able to participate.

## **HARASSMENT**

### **Initiations, Hazing, Bullying or Harassment**

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

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

- \*Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- \*Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- \*Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- \*Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- \*Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- \*Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;



- \* Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- \*The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

**Students who feel that they have been harassed or bullied should:**

\*Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, principal or other appropriate school employee to help.

\*If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor, principal or other appropriate school employee; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or other appropriate school employee including:

- ^ what, when and where it happened;
- ^ who was involved;
- ^ exactly what was said or what the harasser or bully did;
- ^ witnesses to the harassment or bullying;
- ^ what the student said or did, either at the time or later;
- ^ how the student felt; and
- ^ how the harasser or bully responded.

**IN SCHOOL SUSPENSION**

This form of discipline is used for various offenses and requires the student to attend school without attending regular classes. The student is confined to a designated area and is required to work on academic materials. Students are required to make up classwork missed.

**OUT OF SCHOOL SUSPENSION/EXPULSION**

An "out-of-school suspension" or expulsion may be imposed upon students for behavior that substantially affects the efficient operation of the District. "Out-of-school suspension" means that a student is not allowed to attend school or participate in school activities during the suspension period. Such behavior includes but is not limited to weapons possession, assault, possession of tobacco, alcohol or non-prescription drugs, harassment and bullying. Other behaviors detrimental to the smooth and efficient operation

of the District are also included on a case-by-case basis. An “out-of-school suspension” of up to ten days may be imposed. An “out-of-school suspension” may not be for a period of more than ten days without an opportunity to be heard by the Board of Directors, and, if a special education student is involved in a suspension of more than ten days or an expulsion, requires a manifestation determination to decide whether the reason for the suspension is related to the individual student’s disability and if so, to adjust the student’s individualized educational plan accordingly. An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student’s behalf and dispute the Superintendent’s recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

#### **ELECTRONIC DEVICES**

As technology moves forward, the cell phone has certainly developed for improved living and provided advantages for our safety. Cell phones are permitted in the building. A student may use their cell phone during passing time or during lunch. “Use” is defined as casual texting. No conversations should occur. Student use in classrooms is defined as the student asking permission or for educational use. If a student needs to make a phone call on the cell phone, he/she needs to report to the main office and place the call from there. If a student does not have a phone, he/she may use the school office phone after receiving permission from school personnel. Other than a necessary phone call the cell phone is not to be used for playing games, taking pictures, etc. Failure to use a cell phone for proper use will result in the phone being confiscated. Students who are insubordinate may face school suspension. If a student receives a telephone call on the school phone, the message will be forwarded to the student. A student will be called to the phone only in an emergency. The use of games and electronic devices will be dealt with on an individual basis. However, laser lights are strictly forbidden.

#### **PERSONALIZED COMPUTERS**

If a student’s IEP states that he/she needs a personalized computer for use in class or a study hall, it will be provided. Computers owned by a student are not to be brought to school. The district has managed student accounts and for safety and security reasons must maintain such. Allowing computers to be brought from home diminishes the schools control and provides for the potential of viruses as well as additional problems.

#### **LOCKERS**

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected

student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

Locker sharing is inappropriate. All students are strongly encouraged to put a lock on their lockers. Numerous incidents of theft have been reported in the last few years and practically nothing can be done if the locker is left unlocked. You are taking an unnecessary chance by leaving your locker unlocked.

School administrators and or designated representatives possess the authority to conduct a reasonable search of student lockers periodically. Designated representatives are law enforcement personnel including the canine unit. At times it may be necessary to conduct a lockdown. Individual lockers may be searched whenever reasonable cause indicates that something is in the locker which could be dangerous or which is illegal or a violation of school rules.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. An inspection shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

#### **SEARCH AND SEIZURE**

School officials may, without a search warrant, search a student, student's possessions, student lockers, desks, work areas, or student automobiles whenever school officials have reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.

Searches shall be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to prescription drugs which are not currently prescribed for the student, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and will be grounds for reporting to local law enforcement authorities.

#### **DANGEROUS WEAPONS**

The Howard-Winneshiek Schools will not tolerate the possession or use of weapons on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students or staff. Students who

violate this policy may be subject to expulsion and/or other disciplinary action. When appropriate, violations of this policy will be reported to law enforcement agencies for investigation. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, nun-chucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons. Any student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one year.

#### **TOBACCO - ALCOHOL - DRUGS**

The use or possession of tobacco (chewing, smoking, and e-cigarettes), and the use or possession or being under the influence of alcohol, other controlled substances, or “look alike” substances that appear to be e-cigarettes, tobacco, alcohol or controlled substances by all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation will also be reported to local law enforcement authorities.

#### **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student’s welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child, if under 18, and inform them of the request and ask if they wish to be present.

#### **DAILY ANNOUNCEMENTS**

School announcements will be emailed to students and posted in the Principal’s Office and on the school’s website. All announcements which are to be made at that time must be in the office by 8:05 a.m. on the day the announcement is to be made. Student generated announcements must be approved by a faculty member before they can be included in the daily announcements.

#### **CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to treat school property with care and respect. Repair, restoration, and replacement of equipment and facilities as a result of senseless acts of vandalism is especially draining on a school’s budget. Those dollars spent because of vandalism should be spent on students’

education. It is everyone's responsibility to make sure that school property is well taken care of. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officials.

### **STUDY HALLS**

The same learning atmosphere that is present in the classroom will be expected in the study halls. Study halls are intended for the very purpose that their name implies - STUDY. Study hall rules will be set by the study hall supervisor.

#### **Crestwood High School Study Hall Release Privileges**

Juniors and seniors may be eligible for study hall release privileges. This privilege would allow a junior or senior in good standing to sign in late or out early during 1<sup>st</sup> and/or 8<sup>th</sup> hour study hall. Be excused from study hall immediately before, opposite, or after a NICC class unless it is between two high school classes.

All juniors and seniors that have earned this privilege will be held to the following criteria to maintain privileges.

1. Approval signature of Parent/Guardian.
2. The student does not receive a C- or lower in grade work in the most recent reported grading period.
3. The student is enrolled in 6 classes plus PE or BFS.
4. The student does not acquire significant discipline referrals, absences, and/or unexcused tardies as determined by the administration.
5. If the student is truant from school the privilege may be revoked for the rest of the grading period, this includes required homeroom (Homebase) periods.
6. If the student signs out for open campus/release privileges and takes a student with them who does not have the privilege, causing this student to be truant, this privilege may be revoked.
7. A student who has not obtained proficiency in any district wide assessment must receive a recommendation from the administration.
8. Parking illegally and/or reckless driving during school hours may result in loss of privilege.
9. Failure to follow proper procedures when entering and leaving the building (signing in/out) may result in the loss of privilege.
10. The junior and senior student will have attended all study halls on a regular basis as a freshman/sophomore.
11. If a student chooses study hall release they are not permitted to come to the high school campus unless requested or assigned by staff.

Study hall release is a privilege, NOT a right. School personnel can revoke the privilege for a grading period, a semester, or a full year.

#### **PERSONAL INTERACTION**

Excessive physical affection in a school is distracting to others and will be avoided.

#### **STUDENT CENTER AND VENDING MACHINES**

Food and beverages may be purchased from the vending machines in the student center before school, after school, and at the discretion of the study hall teachers during the day. Money lost as a result of using these machines will NOT be reimbursed. You use them at your own risk. All beverages must be consumed in the student center. All empty beverage containers and food wrappers must be properly disposed and the student center must be kept neat and orderly. If the cafeteria tables and the student center become littered unnecessarily, the vending machines will be turned off until such time as the students demonstrate that they are responsible and can manage the privilege of having access to these machines.

#### **LUNCH**

All students must eat in the student center whether they eat a lunch from home, regular hot lunch, salad bar, or ala carte. Food prepared at a commercial eating-place may be brought in only if the principal or his/her representative grants special permission. When finished eating, students shall take their trays and eating utensils to the dish washing window for proper disposal. Students must remain in the student center until the end of their regularly scheduled lunch shift when you will be dismissed by the cafeteria supervisors. Lunch tables must be left clean!

#### **FINES - FEES - CHARGES**

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for mis-use of school property. Book rent is charged to all students. In addition, fees may be charged for the following courses or extracurricular activities: activity fee and instrumental/vocal music. Each student is responsible for books assigned to him/her. Book covers should be kept on all school issued textbooks. Fines will be assessed to cover damage or loss of books. Students who have misplaced or lost their textbooks should check in the office to determine if the books have been turned in to the office.

#### **FIRE/TORNADO/LOCKDOWN DRILLS**

Fire, tornado, and lockdown drills are held at regular intervals as required by law and are an important safety precaution. It is essential that when the alarm is sounded that everyone reacts promptly and clears/takes cover in the building by the prescribed route as quickly as possible. Each room has a chart posted indicating the appropriate shelter area. Classroom teachers will review specific instructions periodically to insure that movement to designated

shelter areas is a smooth and controlled operation. Students and staff must remain in place during a lockdown until an all clear is given by the principal or designee.

#### **FUNDRAISING**

Students may raise funds for school-sponsored events with the prior written permission of the building principal, superintendent, and Board of Education. Fundraising by students for events other than school-sponsored is not allowed.

#### **SOCIAL EVENTS**

School-sponsored social events are open to the students in the 9th grade or above enrolled in the school district. Other individuals, such as alumni or out-of-district students, may attend as the date or escort of students enrolled in the school district only with prior approval of the principal's office (the exception shall be the Homecoming Dance when alumni will be allowed to attend without being the escort or date of an enrolled student). Students who come to school social events must stay in the building once they come in. School-sponsored social events must have prior approval from the principal and be placed on the school calendar before they are announced publicly. Events scheduled during the week/weekend, must be concluded by 10:30 pm.

#### **GRADING POLICY**

Students will receive grade reports at the end of each semester. Current grades and progress are accessible via PowerSchool. Parents of students who are in danger of failing shall be notified in writing by mid-term reports prior to the end of the semester so that they will have a chance to improve their grade. Parent-teacher conferences will be held during the first and second semesters. Parents, teachers, or principals may request a conference for students at any time if they feel the circumstances so warrant.

The following values will be applied to letter grades to determine a student's grade point average:

|    |   |      |    |   |      |    |   |      |
|----|---|------|----|---|------|----|---|------|
| A  | = | 4.0  | C+ | = | 2.33 | D- | = | 0.66 |
| A- | = | 3.66 | C  | = | 2.0  | Cr | = | 0.33 |
| B+ | = | 3.33 | C- | = | 1.66 | F  | = | 0.0  |
| B  | = | 3.0  | D+ | = | 1.33 |    |   |      |
| B- | = | 2.66 | D  | = | 1.0  |    |   |      |

#### **HONORS AND AWARDS**

Students at Crestwood Senior High School can earn a variety of academic and activity awards including but not limited to the following:

HONOR ROLL - Those students who earn a 3.00 to 3.49 g.p.a. (honors), and a 3.50 to 4.00 g.p.a. (high honors) will be recognized at the end of each semester.

ACADEMIC LETTERS will be awarded to those students who have a 3.25 cumulative grade point average for two consecutive semesters. Academic

letters will be awarded annually.

ACTIVITY LETTERS and PARTICIPATION AWARDS will be awarded to those participants who have met the requirements of the activity in which they participate.

### **NATIONAL HONOR SOCIETY**

Guidelines for student selection:

#### **Scholarship**

- must maintain a grade point average of 3.25 or above

#### **Character**

- takes criticism willingly and accepts recommendations graciously
- constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise)
- upholds principles of morality and ethics
- cooperates by complying with school regulations
- demonstrates highest standards of honesty and reliability
- shows courtesy, concern, and respect for others
- observes instructions and rules, punctuality, and faithfulness in obligations
- has powers of concentration and sustained attention
- manifests truthfulness in acknowledging obedience of rules
- actively helps to rid the school of bad influences or environment

#### **Service**

- willingness to uphold scholarship and maintain a loyal school attitude
- participates in some outside activity: scouts, church groups, family duties
- volunteers dependable and well-organized assistance and available on own time
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- willingness to render cheerfully and enthusiastically any requested service to the school
- willingness to represent their class or school in interclass and interscholastic competition
- willingness to do committee and staff work
- readiness to show courtesy by assisting visitors, teachers, and other students

#### **Leadership**

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive qualities
- inspires positive behavior in others
- demonstrates academic initiative



- successfully holds school offices or positions of responsibility, conducts business efficiently
- demonstrates leadership in classroom, at work, and in school activities
- is thoroughly dependable in any responsibility they accept

Selection procedures:

- After the end of the first semester, grade point averages are figured for Juniors and Seniors from ninth through eleventh or twelfth grade.
- Any Junior or Senior with a 3.25 grade point average is eligible as a candidate for possible selection.
- These students are notified of their eligibility, and given an activity sheet to be completed which will list leadership and service qualifications. On the students' notification there is also a section that may be signed if they do not wish to be considered for selection.
- At approximately the same time, a list of candidates is also distributed to the faculty where they check one of the following (1) enthusiastically recommend, (2) recommend, (3) know student but don't feel qualified to vote on student, (4) don't know student, (5) do not recommend. The faculty is instructed that if they check #5 they must comment on why they do not recommend or their vote will not be considered.
- The activity sheets from the students are duplicated and teacher forms are summarized and presented to the faculty council.
- The faculty council is comprised of five staff members who make the final selection based on the student's grade point average, student activity sheets and faculty recommendations.
- The parents of the students who have been selected are notified of their selection and the student is then notified as to when the induction ceremony will take place.
- The induction ceremony takes place with veteran members (Juniors from previous year) in charge which is followed by a reception sponsored by the faculty.

### **THE SILVER CORD PROGRAM**

The Silver Cord Program encourages and recognizes students throughout their high school career for volunteerism in their community. This program is optional and open to all students.

It is encouraged students complete 40 hours per year. However, students can accumulate the hours at any point to achieve 160 hours by graduation. A student may not accumulate more than 50% of their hours from one activity/organization.

#### Who approves and tracks hours

The Silver Cord Committee will review hours submitted. The Service Hour forms submitted will be kept on-file and entered into JMC so students are always aware of their progress. If more than 40 hours are accumulated in one year, extra hours will be carried over to the next school year.

Upon the committee approving or disapproving hours, students will receive notice whether the hours are approved or disapproved. If not approved, students will be told why and, if applicable, be told what to do in order to get the hours approved.

#### Criteria for service hours

- \* Activities should be supervised by an adult who then can sign the Service Hour Form submitted by the student. Parents cannot sign the form as the supervisor.
- \* Activities should not be court ordered, for misconduct, or for class.
- \* Activities should not be paid.
- \* Activities must be documented.
- \* Appropriate conduct/behavior is expected during volunteer hours. Misconduct will result in no credit for hours.

#### Recognition

At the end of each school year, underclassmen that volunteer at least 40 hours will receive a certificate at the Awards Ceremony. Graduating seniors who complete required hours of volunteerism will be recognized at the Senior Awards Night with a certificate, a Crestwood letter, and pin. Additionally they will wear a silver cord at graduation and be recognized in the graduation program. The silver cords will be returned to the school after the graduation ceremony.

#### Examples of Activities that Count

- \* Volunteering for community service organizations
- \* Quality time with unrelated elderly (reading, singing, etc.), Assisting elderly community members with household chores
- \* Volunteering for church projects
- \* Helping to improve school grounds
- \* Shoveling sidewalks/raking for the elderly
- \* Cleaning ditches or other public areas around the community
- \* Assisting with Special Olympics
- \* Assisting at a hospital, shelter, day care or nursing home
- \* Beautifying community property
- \* Volunteering for school sponsored activities (track meets, music contest, etc.) not required by an organization
- \* Blood drives that are not being sponsored by a school organization or during the school day.
- \* Fundraising (Salvation Army, etc.) but not for personal benefit (FFA fruit sales, etc.)
- \* Volunteering to help coach younger children in sports
- \* Volunteer tutor for younger children
- \* Serving as a youth member of the School Board, Chamber of Commerce, City Council or Church Council
- \* Attending School Board, Chamber of Commerce, City Council, or Church Council meeting
- \* Volunteering for a political campaign

- \* Girl Scout or Boy Scout service hours
- \* Confirmation/church service hours
- \* **If not listed, ask for a Prior Approval form**
- \* **Activities during the school day require prior approval**

#### Examples of Activities that do NOT Count

- \* Volunteer activities done during the school day do NOT count toward Silver Cord Hours unless prior approval and during a study hall.
- \* Doing chores at home or helping family members
- \* Attending church, CCD, or Sunday School
- \* Babysitting for a younger sibling
- \* Working on the family farm
- \* Supervisor sign-off cannot be your parent
- \* Completing any task that you receive money
- \* Doing extra credit homework or helping a teacher with classroom management tasks
- \* Participating in extra curricular activities
- \* Court ordered community service tasks
- \* Minor acts of kindness (holding a door, etc.)
- \* Working for a PROFIT organization for free
- \* Internships/Apprenticeships

#### **GRADE CLASSIFICATION**

The State of Iowa states that it is a local school district's determination of the advancement of students to the next grade level. At the high school level, the most widely used method is by credits earned.

CHS will use the following guide to determine the grade classification:

Minimum 13 credits earned: Sophomore

Minimum 26 credits earned: Junior

Minimum 39 credits earned: Senior

Please refer to PowerSchool to view your grade status. Credits are updated at the end of the 1<sup>st</sup> Semester and the end of the 2<sup>nd</sup> Semester.

#### **GRADUATION REQUIREMENTS**

In order to graduate from Crestwood High School, a student must earn 24 units (48 credits). Following is a list of courses and credits for which a student must register and pass during his/her high school career for the Class of 2017 and beyond:

|  |                     |
|--|---------------------|
| 4 years of Physical Education_____                 | 4.0 Credits         |
| 4 years of English_____                            | 8.0 Credits         |
| 3 years of Science_____                            | 6.0 Credits         |
| 3 years of Social Studies_____                     | 6.0 Credits         |
| 3 years of Math_____                               | 6.0 Credits         |
| 1 Semester of Strategies for Academic Success_____ | 1.0 Credit          |
| Electives_____                                     | <u>17.0 Credits</u> |
| Total Credits Required_____                        | 48.0 Credits        |

A student will need 8 English credits for graduation. Speech will fulfill one of the English credits.

All students will be required to have 6 classes each semester not including physical education or BFS. This requirement may be waived by the administration in the event of medical documentation.

Students who do not meet 41% proficiency on the reading comprehension portion of the Iowa Assessments/ITED's will be required to take a reading class. This reading class will fulfill one semester of English credit.

#### **ACADEMIC PE WAIVER**

Students will be allowed to academically waive PE one semester if they meet the following requirements:

1. Students must have over 39 credits completed and be in good standing as a Senior.
2. Students must be enrolled in at least 7 courses or high school credits.
3. Students may NOT use both the academic waiver and the sports waiver in the same school year.
4. This waiver may only be used one time.

#### **EARLY GRADUATION**

A student may elect to graduate at the end of seven semesters of high school attendance if the following academic requirements have been met:

- 1) Forty-seven and one-half (47 1/2) credits which must include successful completion of these specific subjects - eight credits in English, six credits in social studies, six credits in science, six credits in mathematics
- 2) seven semesters successful completion of physical education
- 3) parent's consent - student and parent/guardian must sign contract
- 4) administrative approval
- 5) a student must receive parent consent and administrative approval prior to December 1<sup>st</sup> to be considered for early graduation

Before "early graduates" leave school at the semester, they must indicate their intent as to whether they will or will not be taking part in the commencement exercises in the spring.

#### **COMMENCEMENT**

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony, will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements.

#### **STUDENT LEADERSHIP – CADET COUNCIL**

The purpose of the Cadet Council is to promote better relations between the

student body and the administration, to serve as a means of presenting problems of the student body to the administration, and to promote better citizenship and better school spirit. The Student Leadership Team provides a method through which the student body may communicate with the administration. The members of the leadership team shall have direct access to the school administration so that students may have a share in the management of the school.

### **STUDENT ORGANIZATIONS**

Student-initiated, non curriculum-related groups, upon receiving written permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before or after regularly scheduled class periods. Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved non curriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the educational program or other school district operations, and shall schedule accordingly. Only students may attend and participate in meetings of non curriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. School district personnel will be assigned to monitor approved meetings. For non curriculum-related groups, however, school district personnel shall not in any way participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these non curriculum-related, student-initiated groups. All non curriculum groups must be organized, promoted and led exclusively by students. Any participation by adults disqualifies the group from being considered student-initiated.

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum related activities shall have priority over the activities of any other organization.

The principal shall have the responsibility to determine whether a group is curriculum or non curriculum related. A group shall be considered curriculum related if any of the following questions can be answered in the affirmative:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

### **PUBLICATIONS**

Students shall be free to express themselves in school-sponsored publications except for the following reasons:

- Students shall not publish or distribute materials which are obscene, libelous, or slanderous
- Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

The following is the Howard-Winneshiek Community School Board policy relative to school publications:

- Students may author a publication as part of the curriculum under the supervision of a certificated employee and the principal.
- As a school-sponsored activity, the viewpoints of student publications may be attributed to the school, therefore student publications must be responsible. In the judgment of the administration, the publication shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Further, the publication must be appropriate to assure that the students learn and meet the goals of the activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity. Prior to final printing and distribution, the publication must be reviewed by the student editors and the sponsor. Based on the review of the student editors and/or the sponsor, articles may be required to be rewritten or removed. Failure to allow review by the student editors and sponsor, prior to its final printing and distribution, is grounds for denying distribution of the publication.
- No student surveys may be conducted by any students or organization unless express permission to conduct the survey has been received from the principal. Students or organizations who conduct unauthorized surveys shall be subject to disciplinary action.
- The principal shall have the authority to designate the time, place and manner of distribution of school-sponsored and non-school-sponsored student publications.

#### **FREEDOM OF EXPRESSION**

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

We firmly believe that the school setting is not an appropriate place for lewd, sexist or demeaning language. All patrons and employees of the school must understand that courteous, respectful behavior includes the acceptance that certain language is neither acceptable nor tolerated in the school setting. Violations of this policy may result in detention, suspension and ultimately, expulsion.

#### **OBJECTION TO INSTRUCTIONAL MATERIALS**

Members of the school district community may object to the instructional materials and library materials utilized in the school district and ask for their use to be reconsidered. Procedures for materials selection and review are part of Board Policy and are available upon request.

#### **TESTING**

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

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

#### **VISITORS**

All visitors must report to the Principal's office and sign-in on arrival. Nonauthorized persons should not be in the school building or on the school premises at any time without authorization of the school administration. Nonauthorized persons are: students not assigned to this building; any person not an employee of the Howard-Winneshiek Community School District; and individuals other than parents or legal guardians. As Crestwood educators we feel that our major responsibility is to the students who are enrolled as full or part-time students. Generally speaking, visitor passes will not be issued to students from other schools. Those students may be issued a visitor's pass to come and eat lunch. On rare occasion, if a Crestwood student wishes to have a guest, that student must request permission from the principal at least 24 hours in advance. Anyone visiting our school will be expected to abide by the procedures of Crestwood High School.

### **LOST AND FOUND**

All lost articles found should be taken to the principal's office, and if you have lost something, you may inquire there to see if it has been found.

### **OPEN NIGHT**

Wednesday night is designated as open night. No school functions, practices, or games will be scheduled after 6:00 pm on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

### **FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

### **GUIDANCE**

A counselor and student and family support case manager is available before school, during the school day, after school, and at other times by appointment to be of help to students. Students are free to discuss with counselors any questions, concerns or problems which affect the course of study, their life as a student, planning for their future, or their general happiness or well-being. An unanswered question, a persistent concern, or a nagging problem could affect a student's ability to function effectively. Perhaps a counselor could help if asked. Students may see a counselor at any time simply by stopping in the guidance office and making the necessary arrangements.

### **STUDENT RECORDS**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- Officials connected with a student's educational financial aid applications.



- Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents and legal guardians of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

#### **RELEASE OF STUDENT PHOTOGRAPHS**

From time to time, our students are featured in newspaper articles, District bulletins, etc. celebrating special events in our schools. In the Howard-Win-neshiek Community School District, photographs or likenesses may be released without written consent unless parents or guardians of students under age 18 object in writing. Objections to release of information or photography should be sent within two weeks of the student's enrollment in school to the building principal.

#### **NON-CUSTODIAL PARENTS**

Copies of newsletters, teacher flyers/memos, mid-term reports or progress reports will be mailed or emailed to the non-custodial parent upon written request.

#### **HEALTH AND IMMUNIZATION CERTIFICATES**

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and

provide proof of such an examination to the principal. This certificate of health will be kept on file at Crestwood High School. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

State law states every student entering kindergarten and ninth grade must have been to the dentist in the past year. All students entering these grades needs to turn in a dental screening form to the nurse to have kept on file and will be audited yearly. The purpose of this screening is to improve the oral health of Iowa's children. A copy of the dental screening form may be obtained from your dentist, the nurse website, or by stopping in the nurses office.

### **NURSE'S OFFICE**

If students do not feel well and need to see the school nurse, permission should be obtained first from the supervising teacher to leave the classroom and to report to the nurse's office. If a student spends a class period in the nurse's office, that time does count as an absence and the student must obtain an admit for the class for the next day.

### **ADMINISTRATION OF MEDICATION**

Students who are under a doctor's care and have been issued a prescription for medication are requested to bring that medication to the nurse's office for dispersal. No medication shall be dispensed to any student unless the following rules are observed:

- The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
- A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
- The parent or guardian must sign a request to have his prescribed medication dispensed to the student according to the written directions of the prescribing physician or dentist.
- The prescription and the parent's signed request to dispense the medication are to be kept on file in the nurse's office.
- The medicine shall be maintained in the original prescription container which shall be labeled with: a) name of student, b) name of medication, c) directions for use, d) name of physician or dentist, e) name and address of pharmacy, and f) date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.

- Access to the medication shall be under the authority of the school nurse or the office secretaries.
- A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given.
- After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
- At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the student's health record.

No medication will be dispensed at school unless a written permission note from the parent is on file in the nurse's office. All medications must be in the original container. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed.

### **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

### **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

### **INSURANCE**

Howard-Winneshiek Community School District does not require students participating in intramural or extracurricular athletics to have health and accident insurance. Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an

accident report with the principal's office or building secretary-aide.

### **OPEN ENROLLMENT**

Parents who wish to transfer their student out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office on or before March 1st of the year preceding the year in which the student wishes to transfer. This deadline may be waived if the parents show good cause which for the purposes of open enrollment means a change in the status of a student or a change in the status of the student's resident district. A change in the status of a student includes a change in the student's residence due to a change in the family residence, a change in the state in which the family residence is located, a change in a student's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a substance abuse or mental health treatment program, or a similar set of circumstances, consistent with the definition of good cause. A change in the status of the resident district includes failure of negotiations for whole-grade sharing, reorganization, a dissolution agreement, rejection of a current whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a student's school district of residence, however, action by a parent must be taken to file the notification within forty-five days of the first board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

### **LIBRARY/MEDIA CENTER**

The aim of the school library/media center is to provide materials that are needed by teachers and students and to furnish an environment which will encourage study along prescribed lines, profitable use of leisure time, and self culture. Students may go to the library from study halls after the roll is taken and Planner properly completed and signed, or from classrooms with a proper pass from the instructor. Universal courtesy demands that students maintain quiet in the library and replace books, newspapers, and magazines. The library is not a place for visiting. Students who disrupt the library atmosphere will be removed. It will be the responsibility of all students to acquaint themselves with the library schedule.

Students are asked, upon leaving the library, to check all materials in their possession at the circulation desk with the desk attendant. Students may leave the library to return to study hall or class - no other reason. Hours of the Library/Media Center are 8:00 a.m. to 4:00 p.m. In the morning before school, students may leave the student center to go to the library only with the understanding that the library is a quiet study area and that the above stated rules will apply. All library materials are to be checked out. The following charging periods will apply for the length of circulation of library materials:

- Library Books - 2 weeks
- Reference and Reserve Books - Overnight only and return before school the following morning.

- Magazines - 1 week
- Current Magazines (newest issues) - remain in the library until the next issue arrives and then may be checked out for 1 week

Fines on Overdue Materials:

|                                 |         |
|---------------------------------|---------|
| Library Books and Magazines     | .10/day |
| Reference and Reserve Materials | .25/day |

Books and magazines may be renewed after the due date by presenting the book or magazine at the circulation desk for renewal. New magazines are found in the magazine racks. Please return to proper places before leaving the library. Back issues of magazines may be requested. The Media Center's computers are for research and reports. Use of the computers requires a computer ID, research pass from the teacher assigning work, and signing in at the computer or asking permission of the librarians. Students must ask librarians before printing from the computer. Quiet talking is essential in the library. Refrain from loud talking so that everyone can study or read without being disturbed.

### **FOREIGN EXCHANGE STUDENTS**

Crestwood High School will work with the various organizations that sponsor foreign exchange programs. The school has the right to set the date when the student begins as well as make certain that high school placements are secured prior to enrollment. At the present time, the Board of Education has set the limit to no more than two foreign exchange students at Crestwood High School per school year.