

NORTH CEDAR

COMMUNITY

SCHOOL DISTRICT

STUDENT HANDBOOK

2016-2017

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A Welcome from the Administration

Welcome to North Cedar JR/SR High School, home of the Knights. We are looking forward to your becoming a part of the outstanding North Cedar tradition.

Work hard in classes and take advantage of all the extracurricular activities that interest you. Participation in all aspects of North Cedar JR/SR High life will give you a richer school experience.

The staff has prepared this handbook to help you get the most out of your school experience. If you have questions, please feel free to ask. All of the staff at North Cedar JR/SR High are here to help you.

Greetings from the Faculty

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe teachers, students, parents, staff, administrators, and other members of the North Cedar family must form a team effort to educate literate, problem solving, and productive members of our society.

NORTH CEDAR COMMUNITY SCHOOL DISTRICT STUDENT HANDBOOK

This handbook is an extension of North Cedar School Board policies and is a reflection of the goals and objectives of the Board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Use of abusive language, profanity, or vulgar gestures or language will not be tolerated.

This handbook and the school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while students are attending or engaged in school activities, and while students are away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules, or regulations may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether or not the violation occurred while school was in session. The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and to comply with it. Students or parents with questions or concerns about the current enforcement of the policies, rules, and regulations should contact the high school principal.

NORTH CEDAR COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The mission of the North Cedar Community School District, in partnership with its community, is to ensure a safe and caring environment for each student, providing the essential knowledge, values, skills and attitudes to create lifelong learners who are responsible, contributing and productive citizens in a changing and increasingly diverse world.

NORTH CEDAR HIGH SCHOOL EDUCATIONAL PHILOSOPHY

The instructional staff at North Cedar Senior High is committed to providing an educational program that will encompass the physical, social, emotional, civic, moral, career, aesthetic, and intellectual needs of our students to function in a competitive, technical, and democratic society.

NONDISCRIMINATION CREED

Students, parents, employees and others doing business with or performing services for the North Cedar Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Superintendent, 102 E. North Street, Stanwood High School or call 5630942.3358 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, title IX, the ADA, Section 504 and Iowa Code 280.3 (2007).

Individuals can file a complaint through the grievance procedure as outlined in board Policy 102 and supporting documents 102.E1 (Notice of Discrimination), 102.E2 (Grievance Form for Complaints of Discrimination or Non-compliance with Federal or State Regulations requiring Non-Discrimination), 102.E3 (Grievance Documentation), or 102.E4 (Section 504 Student and Parental Rights). Forms are available in the Central Office or any building office.

STUDENT ABUSE BY SCHOOL EMPLOYEES

Board Policy 402

It is the policy of the North Cedar School District that school employees not commit acts of physical, verbal or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. North Cedar school district's level-one investigator is Troy Bergman and our alternate investigator is Kim Hilby. Troy Bergmann, 7-12 school counselor, can be contacted at (563) 452-3179 or email tbergmann@north-cedarstu.org. Kim Hilby, elementary school counselor, can be contacted at (563) 941-5383 Lowden or (563) 432-6933 Mechanicsville or email khilby@north-cedarstu.org.

POLICIES AND PROCEDURES

ACADEMIC REQUIREMENTS

1. Attendance - Complete the equivalent of four years of high school.
2. Course Load - Carry no fewer than 6.5 credits per semester*All North Cedar students are required to take a minimum of 6 classes (not including band, chorus, P.E.) per semester. Seniors must submit a written request to the principal to be considered for an exception from this rule.

*Independent Study does constitute one of the 6 credits required, but auditing a class does not constitute one of the required credits.

Graduation Requirements

3. Credits needed to graduate - Fifty (50)
4. Required Credits = Thirty-one (31)
 - English - Eight (8) credits to include two (2) credits each for English I, II; One (1) credit for American Literature, one (1) credit for Junior Composition, and two (2) credits for Advanced American Survey, two (2) credits for College Prep English, two (2) credits for AP English, two (2) credits for Senior English and two (2) credits for Composition I & II.
 - Humanities - One (1) credit of Communications.
 - Mathematics – Six (6) credits.
 - Science – Six (6) credits.
 - Social Science - Six (6) credits, which must include two (2) credits for American History, two (2) credits for Government and two (2) elective credits.
 - Physical Education - Four (4) credits (PE is required for all students in grades 9-11)
5. Elective Credits = Nineteen (19)
 - All other courses may be taken for a full elective credit per semester.
 - Study Skills receives one credit per semester. ELP receives one credit per year.

*All North Cedar students are required to take a minimum of 6 classes (not including band, chorus, P.E.) per semester. Seniors must submit a written request to the principal to be considered for an exception from this rule.

*Independent Study does constitute one of the 6 credits required, but auditing a class does not constitute one of the required credits.

*No incomplete grades are allowed at the end of either semester (2nd and 4th quarter).

*Independent study courses must be completed and grades **finalized by the Wednesday before graduation** in order for a student to participate in the graduation ceremony.

Early Graduation

A student may graduate early if he/she has completed the necessary requirements, has parental permission, and has filed a written request stating the reason for early graduation. Every student considering early graduation should plan his/her course of study carefully during his/her freshman, sophomore, and junior year. For further information, contact the principal or counselor. Students that submit a request for early graduation and complete the necessary requirements, have the option of attending the Junior/Senior Prom and participating in the graduation ceremony.

Attendance Policy

Research shows that attendance at school is one of the most important correlations to being successful in school. Poor attendance lowers achievement and disrupts the educational process. Regular attendance shows a sense of responsibility that is important for young people to transfer to a job after high school. Being responsible to be at school on time and making the effort to be punctual to classes and attend every day are success habits that all young people need to develop. In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). We would like to work with parents/guardians to make sure their children succeed academically and socially, which includes attendance at school.

Notification of Absence:

On the day of the student's absence from school, parents/guardians must notify the office by telephone (942-3341) or with a written note by 8:15am following the first day of absence. If the school does not receive notification within this time frame, the student's absence will be considered unexcused. For any absence that the student and parents/guardians have knowledge of in advance, such as family vacations, appointments, or school trips, please notify the school in advance so that the student can have their make-up work ready for them and so the student can notify their teachers. If your student is ill and you would like homework sent home, please request that when notifying the school and how it will be sent home.

Excused Absences:

Regular attendance by students is essential for students to obtain maximum opportunities from the educational system. Parents/guardians and students are encouraged to ensure that any absence from school is a necessary absence. Students shall attend school 180 days unless excused by the principal. Excused absences include, but are not limited to

- Personal illness or accident
- Recognized religious holiday or activities - if given prior approval by the building principal.
- Death or serious injury of immediate family
- Medical, dental, or legal appointment, which cannot be made other than during school time.
Verification through a doctor's note may be required.
- Family vacations when accompanied by parents/guardians and approved by the building principal prior to the absence
- Educational trips or school sponsored trips which have been given prior approval by the building principal
- Suspension from school
- Excused by a court or judge
- Other reasons which can be justified from an educational standpoint that are given prior approval by the building principal
- College visits
 - 11th grade – 2 days per year
 - 12th grade – 3 days per year

Schoolwork missed because of an excused absence must be made up. Students will be given two days for each day following the student's return. The time allowed may be extended at the discretion of each classroom teacher. Full credit will be given for schoolwork if made up in the designated amount of time. **Verification may be required for any of the above absences.**

Unexcused Absence:

An absence that, in the opinion of the building principal, would be unnecessary and avoidable with prior planning, or that has little or no educational value. A few examples include

- Any absence without knowledge by parent/guardian
- Lying, forging, or falsely informing the school about the reason for absence
- Leaving school without knowledge by parents/guardians and the notification to the school
- Shopping
- Hair or nail appointments
- Oversleeping
- Job for pay
- Travel with friends
- Others determined by the building principal

Schoolwork missed because of an unexcused absence will receive no credit in the work that was conducted in the class that day. **If a student has unexcused absences from a class 5 or more times, the teacher has the discretion to drop the student from their class and the student would receive a failing grade for the semester.**

Excessive Absences:

Each student will be allowed to have 10 excused days absent per semester. A letter will be sent to parents when students have 10 days of excused absences to notify them that all absences after that will be counted as unexcused absences unless a designee/representative of the Board of Directors determines there are reasonable excuses for those absences.

- For the first unexcused absence (this includes any excused absences over 10 where parents/guardians have not met with the principal to explain and where the principal agrees there are extenuating circumstances), the student will receive no credit in class work for that day. Additionally, students may be required to meet with the principal or school counselor to discuss the attendance expectations and possible consequences.
- For the second unexcused absence, the student will receive no credit in class work for that day. The student may be required to meet with the principal or school counselor and the parents/guardians will be contacted by mail and/or phone.
- For the third unexcused absence, the student will receive no credit in class work for that day. The student and a parent/guardian will be expected to have a meeting with the principal to work together to make sure the student is attending school and to contract with the school regarding attendance. An in-school suspension will also be issued for the student.
- For the fourth unexcused absence, the student will receive no credit in class work for that day. The Cedar County Attorney will be contacted and requested to issue a letter to the parents/guardians of the students regarding attendance requirements and their responsibilities. An in-school suspension will also be issued for the student.
- For the fifth unexcused absence, the student will receive no credit in class work for that day. The Cedar County Attorney will be contacted and requested to set up a mediation with the parents/guardians and the school pursuant to the provisions of Section 299.5A of the Code of Iowa. Any person who violates an agreement reached in mediation shall be referred to the Cedar County Attorney for prosecution under Section 299.6 of the Code of Iowa. Two days of in-school suspension will be issued for the student for the fifth and all subsequent unexcused absences.

Tardiness:

Students are expected to be in their assigned classrooms when the bell stops ringing. A student that is tardy to class without an excusable reason (permission from teacher, pass, etc) on their fourth occurrence shall be assigned an after school detention. Five accumulated tardies in any class period will be counted as one unexcused absence within that class. If the student presents a valid pass when returning class, their absence or tardy will be excused.

If a student has unexcused absences from class 5 or more times, the teacher has the discretion to drop the student from their class and the student would receive a failing grade for the semester.

Leaving the building:

Any student who arrives or departs at other than their regularly scheduled time must report to the office to sign in/out. Notification in the form of a written note or telephone call from a parent/guardian is mandatory for a pass to be issued to excuse a student's absence for a partial day. The student is responsible for presenting the pass to the teacher of the class impacted by the abnormal arrival or departure time. If the defined procedure is not followed, the student will be assigned a detention or restitution.

Appeals Process:

Any time students or parents/guardians are concerned about the disposition of an attendance violation they are encouraged to contact the teacher or building administrator for clarification. Sanctions are subject to appeal upon request of the student or parent/guardian.

Building Appeals Committee:

1. Students or parents/guardians seeking to review a decision regarding absence, tardiness, make-up work, or any other issues under this policy must file a written or oral request for appeal with the office within four school days of receipt of notification of the violation or decision. The appeal request may include the reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.
2. If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.
3. The appeals may be heard by a committee of two or more of the following: building Principal, School Counselor, Student Advisory, or Family Advocate (additional resource personnel may be requested by any party: school nurse, teacher, social worker, etc)
4. Parents/guardians shall be informed of their right to address the appeal personnel before any sanction is administered.
5. The appeals personnel will consider whether the student's conduct or absence should be excused under this policy. The committee will consider:
 - a. Attendance history of the student
 - b. Extenuating or other circumstances as documented in the student's records, specific medical documentation, or in the written request
 - c. Educational alternatives to removal from class or school
 - d. The total educational program for each individual student
6. The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day.

Appeal to the Superintendent

1. Students or parents/guardians may request a review of a building Principal's decision under this policy by filing a written or oral request for review with the Superintendent's office within five days of the Principal's decision.
2. The Superintendent, in conjunction with the parent/guardian, will attempt to determine an agreeable time, place, and date for the review and notify the interested persons accordingly.
3. At the conclusion of the review, the Superintendent shall affirm, reverse, or modify the Principal's decision.

Appeal to the Board of Directors

1. Students or parents/guardians may appeal the Superintendent's decision by filing a written request for review with the Board of Directors within five days of the Superintendent's decision.
2. The Board will set the time, place, and date for the review and notify the interested persons accordingly.
3. At the conclusion of the review, the board may affirm, reverse, or modify the Superintendent's decision.

Appeal to the State Board of Education

1. Students or parents/guardians may appeal to the Board of Directors decision by submitting an affidavit of appeal to the State Board of Education within 30 days after the decision by the Board of Directors.

CHURCH NIGHT

In cooperation with local churches, activities will not be held after 6:00 p.m. on Wednesday evenings with rare exception. Sunday meetings are discouraged. All Sunday and Wednesday night meetings and practices must have prior administrative approval.

CLASS/CLUB RECORDS AND EVENTS

Each class and school sponsored organization will elect, as part of their administrative body, a secretary and a treasurer. Each officer will keep accurate records which will include minutes of all meetings, income received, expenses, etc. It will be the responsibility of the secretary and treasurer to see that their records are balanced with the records in the school office.

Permission to call class meetings, club meetings or any meeting for school groups and to schedule social events must be obtained from your class sponsor or club sponsor. Faculty sponsors must be present at all class meetings, social events and activities. All home events are to end no later than 10:30 p.m. during the week and 12:30 a.m. on Friday or Saturday, or needs the approval of an administrator.

All groups involved with fundraising are encouraged to not sell during the school day. Fundraising money should not be kept in your locker for any reason.

COURSE CHANGES

Changes in class schedules should be made prior to the beginning of each semester whenever possible. All schedule changes must be discussed and approved by the school counselor. In addition, students will be required to receive approval from a classroom teacher and their parents for schedule change requests made after the current semester has started. Students may not drop or add a course after the first three days of any semester unless extenuating circumstances exist. Courses dropped after the first three days of any semester may earn a grade of "F" and no graduation credit will be awarded. **Approvals for a schedule change will be given on the merit of each case, individually, and will not be automatic.**

Rules for Course Changes and Drops

- Students may drop a seventh course from their schedules during the first three days of each semester only. Dropping a course after the third day deadline will result in an "F" recorded on the student's cumulative record. Students who sign up for a full year course may drop at semester's end, but are not encouraged to do so.
- Students may add a course to their schedule at the discretion of the Principal during the first three (3) days of each semester.
- Approvals for a schedule change will be given on the merit of each case, individually, and will not be automatic.
- Schedule changes after the first three days of each semester will be approved by the teachers involved, parents, guidance counselor, and principal.

DISCIPLINE

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide such policies may be disciplined for conduct that disrupts or interferes with the educational program, conduct that disrupts the orderly and efficient operation of the school district or school activity; conduct that disrupts the rights of other students to obtain their education or to participate in school activities; or conduct that interrupts the maintenance of a disciplined school atmosphere.

Disciplinary consequences may include, but are not limited to: removal from the classroom, in-school detention, out-of-school suspension, probation, referral to legal and/or counseling authorities, and/or expulsion from school. For students who participate in athletics or extracurricular activities, disciplinary

consequences may also include probation from participation in these events for a portion of the entire season. All disciplinary decisions will be based upon the facts and circumstances surrounding the incident and an analysis of the past student's academic, attendance, and disciplinary record.

Discipline matters will be referred to the principal and/or dean of students if necessary. Disruptive behavior that necessitates the removal of a student from classes may result in a conference with the principal. Students may be permanently removed from a class for the remainder of the semester and lose course credit after a second offense. Student disciplinary consequences will be conducted in accordance with due process procedures. If the students and/or parents disagree, the process of appeals is as follows:

1. Principal
2. Superintendent
3. School Board

VIOLATIONS AND THEIR CONSEQUENCES

In every circumstance where it is determined that a student has committed a violation, and it is determined that the student has, on a previous occasion, or simultaneously, committed an equal or more serious violation as determined by class; the conduct being considered shall be deemed to be a second violation for punishment purposes. In determining whether a student has committed a prior violation the student's entire enrollment in the district will be considered.

CLASS ONE VIOLATION:

1. Arson: Arson of a structure or property or of an occupied structure is prohibited. Any attempt or successful act to start a fire will result in disciplinary action and require restitution. Law enforcement will be notified as well as discipline imposed.
2. Assault and Aggravated Assault: to include but not limited to the physical assault of a staff member or of a student is prohibited. Assault –Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person.
3. Sale, distribution, purchase, possession, use, or under the influence of drugs or alcohol: Sale, Distribution, Purchase, Possession, Use or Under the Influence of alcohol, drugs (inhalants, prescription drugs, over the counter drugs), Illicit drugs (ecstasy, cocaine/crack, hallucinogens, heroin, marijuana, methamphetamine, spice, bath salts, any synthetic man made drug and other illicit drugs, unknown drugs), drug paraphernalia, and substance represented as illicit drug, inappropriate use of over the counter drugs while under school jurisdiction is prohibited. Law enforcement will be notified as well as discipline imposed.
4. Sexual Offenses: Sexting, pornography, indecent exposure, public sexual indecency, sexual harassment with or without contact, sexual abuse/sexual conduct with a minor/child molestation, sexual assault (rape), are prohibited. Law enforcement will be notified as well as discipline imposed.
5. School Threat: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited. This includes, but is not limited to: bomb threats, chemical or biological threats, or fire alarm misuse. Law enforcement may be notified as well as discipline imposed.
6. School Hoax: Intentionally or knowingly engaging in any conduct that is likely to impart the false impressions that an act of terrorism is taking place or will take place or would reasonably be expected to cause or that causes an emergency response by a governmental agency. Law enforcement may be notified as well as discipline imposed.
7. Theft: Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his/her possessions is prohibited. This includes but is not limited to: burglary/breaking and entering, extortion (the threat or use of force to take something of value from another,) robbery, and armed robbery. Law enforcement may be notified as well as discipline imposed.
8. Weapons and Dangerous Items: Possession and/or use of a dangerous weapon while under school jurisdiction is prohibited. Dangerous weapons may include, but are not limited to:
 - Firearms: handgun or pistol, shotgun or rifle, starter gun or pistol, other firearms or destructive devices (bomb, grenade).

- Other weapons: billy club, brass knuckles, and knife with blade length of at least 2.5 inches, nunchakus.
- Dangerous items: air soft gun, BB gun, knife with blade less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, or combustible materials.
- Simulated firearm: Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm, or device that is defined as, or is held to be, a dangerous weapon under.

Penalties: Students who commit a Class One violation shall be recommended for a suspension of the remainder of the current semester or longer or expulsion. A second offense while the student is enrolled in the District will result in a recommendation for expulsion. Students may also be liable for any expenses that are incurred to the emergency response, and the investigation of the offense. Parent(s)/guardian(s) will be notified. Appropriate law enforcement officials may be notified.

CLASS TWO VIOLATION:

1. Defiance of Authority: Defiance, disrespect towards authority, or non-compliance is prohibited. Continued acts of insubordination will be considered defiance.
2. Endangerment: Recklessly endangering another person with a substantial risk of physical injury or imminent death while under school jurisdiction is prohibited.
3. Fighting: Physical act of fighting, challenging to fight, instigating a fight, or threatening another student while under school jurisdiction is prohibited.
4. Harassment, Bullying, and Hazing: Harassment, bullying, and hazing of students are prohibited on campuses, during school-related activities or circumstances, and when traveling to and from school. Students should also be aware that verbal insults and attacks via e-mail, text messaging or internet social networks that substantially hinder another student's right to attend school or participate in school activities constitute harassment and bullying. Accordingly, students and parents should be aware that electronic communications that cause problems between students on campus will be dealt with as a serious student discipline matter.
 - Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assault, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.
 - Harassment and bullying also include any type of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.
 - Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remaining a school-affiliated organization or activity.
 - If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, school nurse, associate, or school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated.
 - Students who engage in harassment, bullying, or hazing will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law. See governing Board Policies
5. Petty Theft: The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for the theft of property in addition to disciplinary action.
6. Trespassing: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry is prohibited. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by an administrator or designee of the facility, campus, or function.
7. Vandalism or Criminal Damage: Students are required to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property in addition to disciplinary action. This includes, but is not limited to graffiti/tagging, vandalism of personal property, or vandalism of school property.

8. Violation of Statutes: Any act that is a violation of any local, state, or federal statute while the student is under school jurisdiction is considered a Class Two violation unless referenced elsewhere in this document.

9. Written or Verbal Abuse of a Staff Member: The written or verbal abuse of a staff member is prohibited. Verbal abuse includes threats or harassment of any kind.

10. Electronic Recordings: All unauthorized or inappropriate recordings or display are prohibited. Surreptitious photographing, videotaping, filming or digitally recording or viewing are prohibited.

A. It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means, use a device to secretly view or record another person without that person's consent under both of the following circumstances:

1. In a restroom, bathroom, locker room, bedroom or other location where the person has a reasonable expectation of privacy.
2. While the person is urinating, defecating, dressing, undressing, nude or involved in sexual intercourse or sexual contact.

B. It is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of subsection A of this section without the consent of the person depicted.

Penalties: Students who commit a Class Two violation shall be suspended five to ten days on the first offense, unless the severity of that offense justifies a suspension for the remainder of the semester or longer or expulsion. Students may also be assigned to the school's detention program. A second Class Two violation, or committing any two Class Two violations at any time while the student is under the jurisdiction of the District shall result in suspension for the remainder of the semester or longer or a recommendation for expulsion. Parent(s)/Guardian(s) will be notified. Appropriate law enforcement officials may also be notified.

CLASS THREE VIOLATIONS:

1. Attendance Procedures Violation: Absence from class(es) without the knowledge or permission of the parent/guardian and school authorities is prohibited. Leaving campus without written permission from the Office is prohibited. Being tardy to class is prohibited, as are unexcused absences and truancy. Continued truancy may result in a referral to the Cedar County Attorney Office if under the age of 16.

2. Disruptive Behavior and Disturbances: Behavior in the classroom, on the campus, or at any school function that is disruptive or interferes with the educational process and/or with the right of others is prohibited.

3. Improper Use of Technology: Any student who uses a computer for other than its intended purposes shall be considered in violation. This shall include but not limited to, unauthorized access or attempts to access District computer programs, systems or online services (such as the internet). The use of any username or password not assigned to the student is considered unauthorized access. This also includes any violations to the KnightNet policy and Computer Loan Agreement. Technology includes but is not limited to a desktop or laptop computer, tablet, and/or cellular phone.

4. Insubordination: Disrespect of a staff member (talking back or delivering socially rude interactions) or failure to comply with a reasonable request of a staff member is prohibited.

5. Lying, Cheating, Forgery, or Plagiarism: Forgery, illegal possession, or illegal use of campus passes, documents or student I.D. cards is prohibited. Cheating is prohibited. Plagiarism is a form of cheating. The first time a teacher determines a student to be cheating; the teacher will give the student an "F" on that test/assignment and notify the parent(s) and administration. If a student cheats a second time in a course, the teacher will give the student an "F" on that assignment and notify the administration for disciplinary action. If a student cheats a third time in a course, the teacher will give the student an "F" for the semester and refer the student to the administration for disciplinary action.

6. Tobacco: Possession or use of cigarettes, cigars, chewing tobacco, or any other form of tobacco, e-cigarettes, aerosol and vapor products while under school jurisdiction is prohibited.

Penalties: Students who commit Class Three violations may be assigned detention or may be suspended one to five days unless the severity of the violation justifies a more severe penalty. Parent(s)/guardian(s) will be notified. Any repetition of a Class Three violation may result in a more severe penalty including long-term suspension.

CLASS FOUR VIOLATION:

1. Disruptive Objects: Disruptive objects not being used for educational purposes may include but are not limited to: laser pointers, iPods, cellular phones, skateboards, scooters, and roller blades are prohibited. Disruptive objects will be confiscated from students and returned to parents/ legal guardians. Students in possession of combustible or contraband substances are subject to discipline. (All confiscated items that are not picked up by July 1 will be disposed of by the administration.)
2. Dress Code Violations: Students shall wear clothes that meet the requirements of school policy.
3. Inappropriate Language: Profanity or abusive language (in any language) is prohibited.
4. Injury Prone or Unhealthy Behavior: Behavior, such as but not limited to, pushing, play fight, horseplay, shoving, climbing on buildings, riding skateboards, or spitting is prohibited.
5. Loitering: Loitering on the school grounds or upon land adjacent to the school grounds, before, during, or after normal school hours, is prohibited.
6. Parking lot violations: Any parking or traffic violation, joy riding or cruising around the campus in or on cars, motorcycles, scooters, skateboards, roller skates, roller blades or any other type of vehicle is prohibited during the school day. Passengers and drivers are both guilty of this violation. Law enforcement may be notified.
7. Public Display of Affection: Hugging, kissing, groping, or any other form of display of affection during school or at school events is prohibited.

Penalties: Students who commit Class Four violations may be assigned detention or may be suspended one to three days unless the severity of the violation justifies a more severe penalty. Any repetition of a Class Four violation will result in a more severe penalty. Parent(s)/guardian(s) will be notified.

Detention

Students that are in violation of school rules and regulations will be assigned a detention for a period of time before or after school on Monday through Friday. Detentions will be served from 7:35- 8:05 a.m. or 3:25- 3:55 p.m. Students have two weeks to serve their detention. Students listed on detention are denied all privileges (pop, media and passes anywhere etc.) until their name is removed from the daily bulletin. The student should make arrangements for needed transportation. Continuous detentions for misconduct or rule violations could result in a day of suspension. Students that refuse to serve their detention(s) within the given two week period will be assigned an extended detention. These detentions are held on Wednesdays from 3:25-4:55. If the student refuses to serve this extended detention, they will receive a three day out of school suspension. The student and parents/guardians are responsible for arranging for the student to serve detentions outside of the school day. This may include asking a staff member, friend, or other family member to transport the student.

Suspension

The Board of Education has the authority to suspend or by regulations to authorize the superintendent or principal to suspend students guilty of gross disobedience or misconduct for a period not to exceed 10 school days. Suspensions will be out-school unless a decision is made by the principal that an in-school suspension is necessary. Students will not be allowed to attend any activities scheduled before or after school on the day(s) that they are suspended. Those students suspended will be allowed to make up their school work.

Expulsion

The Board of Education has the authority to expel students guilty of gross disobedience or misconduct after the parents have been requested to appear at a meeting of the board to discuss the student's behavior. Expulsion from school is viewed as the last resort in disciplinary action. Prior to an expulsion the following steps will be observed:

- Student and parents will be notified in writing of the charges, including the time and place of a hearing before the Board of Education.
- The parties can be represented by counsel, present evidence and call witnesses on their behalf.
- The hearing may be public by request.
- Notification of Board decision will be made to the parents, in writing, within five (5) days of the hearing.

DRESS AND APPEARANCE

Students are expected to adhere to reasonable levels of cleanliness and modesty in the way they dress for school. Student dress at school should show respect for themselves and others within the educational environment. The term “business casual” best describes a standard for appropriate dress at school.

Students who dress in a manner that causes a disruption to the educational environment will be asked to remove, change, or cover up the objectionable attire. Students who fail to comply with these requests will be referred to the principal. Students will be disciplined according to the nature of the offense, circumstances surrounding the offense, and the frequency of the offense. School Administrators will make the final decision regarding the appropriateness of any appearance.

The following will **not** be allowed:

- Clothing containing slogans and/or designs that advertise or promote illegal or controlled substances; or that may offend other students for gender, race, and/or religious reasons.
- Clothing worn in a manner that reveals excessive chest areas (i.e. low-cut blouses, spaghetti straps shirts, tops with only one shoulder, undershirts worn as shirts), stomach areas (i.e. low-rider jeans/shorts), or buttock areas (sagging pants, underwear showing and revealing shorts or miniskirts).
- Hats and caps inside the school building during memorial services or at the discretion of the classroom teacher. (This also includes bandannas.) Hats will be confiscated and will need to be picked up by the parents in the office.
- Anything disruptive to the school setting.
- Special costumes or "dressing up" are allowed only for approved events.

DRIVING AND PARKING POLICY

Driving a vehicle to/from school is a privilege. Students who drive to school must park only in designated areas. Failure to drive and park your vehicle in a safe manner could result in loss of your parking privileges or having your vehicle towed at the owner's expense. Vehicles are not to be moved during the school day unless it has been cleared by the office. Students are not allowed to sit inside or in the truck beds of their vehicles during the school day or during school-sponsored events. Permission to drive or park on school property may be revoked if the safety of students is endangered or if a student repeatedly parks inappropriately.

Any student that will be driving to school must be registered with the school. Each vehicle parked on school property must display an approved decal. When registering a vehicle, the student must present a valid driver's license or school permit, current registration, and proof of insurance for the car being registered. Excessive speed (over 10 mph), reckless driving, spinning tires, is prohibited. Parking in restricted areas or driving over curbs is prohibited. Parking lots are not under security surveillance and the school is not responsible for items stolen or damaged on school ground, including vehicles or property in vehicles. The owner assumes all risks for vehicles and personal property brought to school. Student cars found in areas other than the designated lots or parking without a current decal may be towed away at the owner's expense. Additionally, any parking or driving violations may result in loss of on-campus privileges and/or student suspension. Parent(s)/guardian(s) will be notified.

GOOD CONDUCT CODE

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in co-curricular activities. Students participating in co-curricular activities shall commit themselves to meet the standards of this code and of the Student Code of Conduct for student behavior in school, at all times and in all places (365 days a year).

The Board of Directors of the North Cedar Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away

from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. Before participation in any activity is permitted, all students who wish to participate in co-curricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement indicating that they will abide by the Good Conduct Code. The principal shall keep records of violations of the Good Conduct Rule.

I. Good Conduct Rule - The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances (all non-graded activities), drama productions, speech contests, FFA, all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen, class officer, student government officer or representative), state contests and performances for cheerleading and competition squad, or any other activity where the student represents the school outside the classroom. (National Honor Society participants will follow the national guidelines.) To retain eligibility for participation in North Cedar Senior High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

II. Violations - A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as serious hazing or harassment of others. NOTE: This could include group conduct!

III. Determination of a Violation - When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy or the rules of a specific extracurricular activity, the Principal, or his/her designee will determine whether the student has committed a violation. The following are a list of the ways an investigation can begin:

- **When the school receives communication from law enforcement.**
- **When a student self reports.**
- **When parents report their child.**
- **When a school employee directly witnesses a violation.**

Prior to making a final determination that there has been a violation, the Principal, or his/her designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations. Parents will be included in the process.

The North Cedar Community School District may determine that there has been a violation of its Good Conduct Rule whether or not criminal charges have been filed, whether a student's trial is

pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Rule violation.

Once the determination is made that a student has violated the North Cedar Good Conduct Rule, the Principal, or his/her designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

IV. Penalties for Violation(s) - Any student who, after investigation by the administration, is found to have violated the Good Conduct Rule during the school year or summer is subject to a loss of eligibility as follows:

- **First Offense within the Student's High School Career** shall make him/her ineligible for **one-third (1/3)** of the interscholastic program(s) he/she is currently participating in. The typical period of ineligibility for Varsity participation for the first offense would be as follows (excluding scrimmages):

| | |
|---------------------------|---|
| • Cross Country | 3 meets |
| • Football | 3 games |
| • Football Cheerleading | 3 games |
| • Volleyball | 5 dates |
| • Basketball | 7 games |
| • Basketball Cheerleading | 7 games |
| • Wrestling | 5 dates |
| • Wrestling Cheerleading | 5 dates |
| • Golf | 4 meets |
| • Track | 4 meets |
| • Baseball | 7 dates |
| • Softball | 8 dates |
| • Competition Cheer Squad | 1/3 of dates |
| • Band | 2 non graded events* |
| • Choir | 2 non graded events** |
| • Musical | 1 performance (excluding matinee) all performances but will participate backstage |
| • Spring Play | 1 performance (excluding matinee) all performances but will participate backstage |
| • Speech | 1 contest date / competition date |
| • FFA | 4 continuous months, removal from office*** |
- **Second Offense within the Student's High School Career** will result in the student being declared ineligible for **2/3** of the interscholastic program(s) he/she is currently participating in. The student will also be required to do 10 hours of community service for a civic organization or a non-profit group. The school will also recommend that the student seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family expense. The typical period of ineligibility for Varsity participation for the second offense would be as follows: (excluding scrimmages)

| | |
|-----------------|---------|
| • Cross Country | 6 meets |
|-----------------|---------|

| | |
|---------------------------|---------------------------|
| • Football | 6 games |
| • Football Cheerleading | 6 games |
| • Volleyball | 10 dates |
| • Basketball | 14 games |
| • Basketball Cheerleading | 14 games |
| • Wrestling | 10 dates |
| • Wrestling Cheerleading | 10 dates |
| • Golf | 8 meets |
| • Track | 8 meets |
| • Baseball | 14 dates |
| • Softball | 16 dates |
| • Band | 4 non graded events* |
| • Choir | 4 non graded events** |
| • Musical | 2 performances |
| • Spring Play | 2 performances |
| • Speech | 2 contests / competitions |
| • FFA | 8 continuous months*** |

*Non Graded events for Band include: All State, Cedar Valley Honor Festival, Cedar Valley Honor Band, Cedar Valley Jazz Band Contest, Cedar Valley Large Group Band Contest, State Small Group Contest

**Non Graded events for Choir include: All State, State Small Group Contest - Solo and Ensemble, Cedar Valley Honor Chorus and Festival, Opus

*** FFA ineligibility does **NOT** apply to: Fruit Sales or any Community Service Projects.

Other: Senior students that have a Good Conduct violation would be ineligible for the Homecoming court. Their penalty would be reduced by one event **within other activities.**

- **Third or More Offenses within the Student's High School Career** will result in the student being declared ineligible for 12 months from all interscholastic programs. Additionally, students will no longer be eligible to participate in FFA.

Notes on Ineligibility:

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

An ineligible student shall attend all practices or rehearsals but may not “suit up” or perform/participate.

A student that has a violation and wants to go out for an activity must begin the activity on the first day of practice to be allowed to be able to participate. If a student drops out or is removed from an activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

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

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

Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.

Reduction in Penalty

A student who has violated one or both of the provisions described above may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before elementary and JH schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in event shall the reduction exceed one-third of the penalty.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example #1: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example #2: A student violates the Good Conduct Rule and is ruled ineligible for three events. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

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

Letters and Awards

Student who are ineligible during an activity shall not receive a letter or award for that activity that year.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 business days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

It is a privilege and an honor to participate in the full range of co-curricular activities offered at the North Cedar Community Schools. These activities, and participation in them, add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and the skills necessary to achieve personal success and well being, and promoting the image and identity of the school and community. Students who choose to participate in co-curricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

Student Conduct Code

I. Mission

1. The primary mission of the Student Conduct Code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of North Cedar Community Schools. Founded upon the principle of freedom of thought and expression, an environment conducive to learning is one that preserves the freedom to learn -- where academic standards are strictly upheld and where the rights, safety, dignity and worth of every individual are respected.
2. Learning is a process defined by the exchange of ideas and the advancement of knowledge. As such, learning entails a community of students united by their participation in, and commitment to, intellectual exchange. The school is, first and foremost such a community. Learning also involves reflecting on decisions and improving decision-making in the future. By establishing the standards of this community, the Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational system. Hence, a corollary mission of the Student Conduct Code is to teach students to live and act responsibly in a community setting, with respect for the rights of other students and members of that community, and for the property, common resources, code of conduct, and laws associated with that community, and to encourage the development of good decision-making and personal integrity.
3. Students are simultaneously members of the school community and the broader community (e.g. city, state, nation, and world). The Student Conduct Code, and the processes of its administration and enforcement, is directed specifically toward maintaining the standards of the North Cedar community. Within its jurisdiction the school may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the school or school community member.

II. Violations - A student may lose participation under the Student Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products if under age or at any age in on school grounds;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as serious hazing or harassment of others. NOTE: This could include group conduct!

III. Determination of a Violation - When it comes to the attention of school officials that a student is suspected of violating the Student Conduct Policy, the Principal, or his/her designee will determine whether the student has committed a violation. The following are a list of the ways an investigation can begin:

- **When the school receives communication from law enforcement.**
- **When a student self reports.**
- **When parents report their child.**
- **When a school employee directly witnesses a violation.**

Prior to making a final determination that there has been a violation, the Principal, or his/her designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the

basis of the allegations and (ii) be given an opportunity to respond to the allegations. Parents will be included in the process.

The North Cedar Community School District may determine that there has been a violation of its Student Conduct Rule whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Student Conduct Rule violation.

Once the determination is made that a student has violated the North Cedar Student Conduct Rule, the Principal, or his/her designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

IV. Penalties for Violation(s) - Any student who, after investigation by the administration, is found to have violated the Student Conduct Rule during the school year or summer is subject to a loss of eligibility as follows:

- **First Offense within the Student's High School Career** shall make him/her ineligible for **20 days** of attending any extracurricular event or activity.
- **Second Offense within the Student's High School Career** will result in the student being declared ineligible for **40 days** of attending any extracurricular event or activity. The student will also be recommended to do 10 hours of community service for a civic organization or a non-profit group. The school will also recommend that the student seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family expense.
- **Third or More Offenses within the Student's High School Career** will result in the student being declared ineligible for **12 months** from attending any extracurricular event or activity.

Notes on Ineligibility:

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

Reduction in Penalty

A student who has violated one or both of the provisions described above may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before elementary and JH schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator.

V. Appeals

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

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

Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

It is a privilege and an honor to participate in the full range of co-curricular activities offered at the North Cedar Community Schools. These activities, and participation in them, add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and the skills necessary to achieve personal success and well being, and promoting the image and identity of the school and community. Students who choose to participate in co-curricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

GRADING SYSTEM

The letter system of grading is used at our high school. Each letter grade represents a point value that is employed when calculating a student's grade point average (GPA).

| <u>GRADE</u> | <u>%</u> | <u>VALUE</u> | <u>GRADE</u> | <u>%</u> | <u>VALUE</u> |
|---------------------|-----------------|---------------------|---------------------|-----------------|---------------------|
| A+ | (97-100) | - 4.00 | C- | (70-72) | - 1.67 |
| A | (93-96) | - 4.00 | D+ | (67-69) | - 1.33 |
| A- | (90-92) | - 3.67 | D | (63-66) | - 1.00 |
| B+ | (87-89) | - 3.33 | D- | (60-62) | - 0.67 |
| B | (83-86) | - 3.00 | F | (0-59) | - 0.00 |
| B- | (80-82) | - 2.67 | I | = | 0.00 |
| C+ | (77-79) | - 2.33 | | | |
| C | (73-76) | - 2.00 | | | |

All academic courses for which a letter grade is received will count towards a student's cumulative grade point average (except Drivers Education). Advanced Placement (AP) courses can be taken as Pass/Fail for full credit. A Pass/Fail grading form must be completed and filed with the Counseling Office for each course.

** College classes may have a different grading scale*

HARASSMENT

Harassment and abuse are violations of school district policies, rules, and regulations. In some cases, harassment and abuse may also be violations of criminal or other laws. The school district has the authority to report students who violate this rule to law enforcement officials. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual Harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Relational aggression including rumor spreading, alliance building (ganging up), secret telling, non-verbal aggression (body language, gesturing, silent treatment)
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories, or activities.

Student disciplinary consequences for harassment will be conducted in accordance with due process procedures. Normal disciplinary consequences may include:

- **Warning** - Making the student aware of the complaint and being given warning of further action if harassment does not stop. The student will also sign a sheet verifying that he or she understands the claims against them.
- **Reprimand** - A letter will be sent to student and parents by mail and a copy will be placed in the cumulative file. Contact will be made with parents.
- **In-School Suspension** - Three days in-school suspension, during which time the student will be reeducated on the subject of sexual harassment. There will be a Parent/Principal Conference.
- **Out-of-School Suspension** - Four to ten day out-of-school suspension will result in a Level 4 infraction.
- **Expulsion** - A recommendation will be made by the principal that this student be expelled from school.

Harassment Reporting Procedures

Students who feel they have been harassed at school should take the following steps:

1. Communicate directly to the harasser that the student expects the harassing behavior to stop. If the student is uncomfortable confronting the harasser alone, the student should ask a teacher, counselor, or the principal for assistance.
2. If the harassment continues after step #1, give a written record of the harassment incident to a staff member, counselor, or the principal. This documentation must include the following information:
 - What, where, and when the harassment incident happened;
 - The name of the person who harassed you;
 - The names of any persons who may have witnessed this incident;
 - Exactly what the harasser said and did during this incident and afterwards;
 - Exactly what you said and did at the time of the harassment and afterwards;
 - How did the harasser respond to your words or actions; and
 - How the student felt during and after the harassment incident.

HONOR ROLL

Students who meet certain criteria may be named to the Honor Roll at the conclusion of each quarter and each semester. Honor Roll students must have obtained a 3.00 grade point average **with at least six subjects reported**, (subjects meaning academic classes as indicated on course schedule). Students making the Honor Roll for both Fall and Spring semesters on a year to year grade level basis within the current school term will be recognized with an academic letter. Spring semester of one grade level can not be carried over and counted for the Fall semester of the next grade level.

INVESTIGATION OF CRIMINAL ACTS

The principal and/or Dean of Students shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules whether or not the alleged conduct is a violation of criminal law.

1. During an investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal laws. In proceeding with the investigation, the principal can attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants contacting law enforcement officials.
2. Members of the school district's administrative staff may search the person, clothing, and immediate possessions of students when they have reason to believe that the student is in possession of items of contraband. Contraband items include:
 - Non-prescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, and stolen property.
3. Students who carry such items of contraband while in school, on school property, attending school functions, or while representing the school are subject to school disciplinary action including the possibility of suspension from school for the remainder of the year.
4. When a clear state of impending emergency or danger exists, a school administrator may search automobiles and other vehicles which are parked on school grounds, while students are present on school grounds for school activities if easy access is available and if the administrator has reason to believe the contraband items are likely to be found.

KNIGHTNET USE

North Cedar Community School District will not tolerate inappropriate/unacceptable use of KnightNet (Internet) and/or intentional access of restricted material. Students who violate KnightNet practices and procedures will give their "User License" to the supervising teacher and will be subject to the following consequences:

- **First Offense:** Upon the first violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the KnightNet Administrators. The student will forfeit all KnightNet privileges for a period of 10 school days and may be carried over into the next school year. The student will be required to meet with the KnightNet Administrators (at which time the User's License will be returned to the User.) The parent/guardian and student will be reminded that access can be denied to his/her student at any time.
- **Second Offense:** Upon the second violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the KnightNet Administrators. The student will forfeit all KnightNet privileges for a period of 45 school days and may be carried over into the next school year. The student and parent/guardian will be required to meet with the KnightNet Administrators during the forfeiture period. The parent/guardian and the student will be reminded KnightNet privileges will be forfeited for one calendar year on the next offense.
- **Third Offense:** Upon the third violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the building principal. The student will forfeit all KnightNet privileges for one calendar year.
- **Price List for Damages:**
 - Excessive damage including cracked screens, liquid spills, shell damage - \$100 for 1st occurrence, \$200 for 2nd occurrence.
 - Power cord replacement - \$80
 - Minor damages including cracked trackpad - \$45 (deposit)
 - Case replacement - \$35

- o Case pouch replacement - \$10

LOCKER USE

All desks and lockers in district buildings are the property of the North Cedar School District and remain school property even though they are temporarily assigned to students. Students are **to use their assigned desks and lockers** only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. A police dog may search the lockers at least once during the school year. All students assigned a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. **ANYTHING REMOVED FROM YOUR LOCKER IS NOT THE RESPONSIBILITY OF THE SCHOOL.** Any advertisement for liquor, beer, tobacco, suggestive remarks, pornography, or any obscenities will not be permitted in lockers.

MEAL PROGRAMS

School Dining System is used for the breakfast and lunch programs. Students are assigned an account number and that needs to be entered by the student each time a breakfast, lunch, extra milk, or second meal is served to that person and the dollar amount of the meal will be deducted from that account balance. The cost of A LA CARTE breakfast or lunch items can be deducted from an account. Charging will not be allowed. Students should bring money for breakfast, lunch, or extra milk (for sack lunches) to the appropriate person prior to 11 a.m. so that their account can be credited early in the day. If a student's meal account balance falls below -\$15 the student will be given an alternate meal. Verbal reminders, and/or an email notification will be issued when an account balance is getting low.

Any money remaining in School Dining System accounts at the end of the school year will be left in the account to use at the beginning of the next school year.

MEDIA CENTER

The library is a resource area shared by all students that is typically open from 8:10 a.m. to 3:25 p.m. each school day. Books not on reserve are available for check out for a period of two weeks, with a possibility of a two-week renewal. If an item is damaged or lost, the student is expected to replace it. A charge of 5 cents per day is made on overdue materials. Students who owe library fines or other fees may not use the library or check out materials until fines/fees are paid. Food and pop are not allowed in the Media Center during the school day.

MEDICATION ADMINISTRATION

Any/all medications are to be kept in the office for security purposes. Under no circumstances should medications be stored in a student locker. All medications need to be supplied in their original container and prescribed by a physician. The only exception will be common, non-prescription products used by the health office. For example, triple antibiotic for abrasions, cough drops, or acetaminophen for generalized discomfort. These will be available for non-routine use, unless specifically stated otherwise in writing or if the student has a known allergy to such medication.

NON-CUSTODIAL PARENTS

Non-custodial parents of students may receive school bulletins, report cards, and other school communication, upon request. The request must be made each year with an updated address, etc.

PLAGIARISM

Plagiarism is the act of presenting another's ideas, research, or writing as your own. Plagiarism is a serious offense and a form of stealing. Examples of plagiarism may include:

- Copying another person's actual words without use of quotations and/or footnotes to give credit to the source
- Presenting another's ideas or theories without citing the source
- Using information that is not common knowledge without citing the source

- Copying and pasting information from the internet into a paper/assignment and portraying it as your own work

All students receive training as a part of their middle and high school language arts curricula on issues of plagiarism. See page 13 for consequences for plagiarism.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection are banned in the building during school and at school activities or on school grounds. A "Hands Off" policy will be enforced.

SCHOLASTIC ELIGIBILITY

All North Cedar High School student athletes/extra curricular activity participants must be enrolled at least full time and in good standing in North Cedar High School or an approved high school program. Students who are participating in North Cedar High School athletic programs must be under 20 years of age and must not have competed, trained, or been a part of a college team. Students are eligible to participate in a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, students participating in athletics the summer following their eighth grade year will be eligible to participate the summer following their twelfth grade year.

Athletic Eligibility Rule Grades 9-12

- Academic eligibility will be determined at the end of semester for students participating in North Cedar High School athletics. All North Cedar High School, Kirkwood Academy, PSEO, Advanced Placement, or other dual credit or high school credit courses will be used to determine eligibility.
- Any student who has an “F” (failing), “W” (withdraw), “NC” (no credit), “U” (unsatisfactory) or other less than passing grade at the semester will be ineligible from publicly participating in extra curricular events. Students who receive an “I” (incomplete) grade at the end of a grading period will have a specified amount of time to complete missing class work. If the grade is failing when the specified time ends, the student will become ineligible. This period of ineligibility begins the day the specified time ends and will follow Ineligibility Periods listed below.

Semester Ineligibility: Athletics

A student will be considered ineligible for 30 consecutive calendar days. If the season ends prior to the 30 days of ineligibility the remaining time is carried over to the next sport. Students who are academically ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to “suit up” or “dress” for the activity.

- Semester ineligibility begins the first school day after grades are issued. “Grades being issued” is defined as report cards being ready for mail or parent pick up. All report cards are available on the North Cedar Community School website. If a student becomes ineligible prior to their season of participation the ineligibility begins with the first day the Iowa High School Athletic Association allows competition to begin.
- Freshmen students will be eligible as they enter high school after their eighth grade year. If a freshmen student fails a class(es) the first semester of their freshmen year that student is academically ineligible for the first 30 days of their next sport.
- When a 10th-12th grade student becomes ineligible at a semester grading period, that 30 day period of ineligibility will attach to their next sport
- If a grading period occurs during an affected 9-12 students’ season, the period of ineligibility starts with the first school day after final grades are issued.
- “Compete” means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercise with team members. “Compete” does not include any managerial, record-keeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

- Ineligibility under this rule terminates at 12:01am on the 31st calendar day, whether that day is or is not a school day.
- The “look back” period to determine eligibility will be one full academic year. A student’s ineligibility will not carry past this time frame if the student has had two or more successful (no “F”s) grading period between his/her last “F” grade and their next athletic participation.

Special education and 504 students will follow the same ineligibility policy as students in regular education. If a student with an IEP or 504 plan has a failing grade when eligibility is checked, and the class failed is outside the IEP or 504 plan goal area, the student will be ineligible as per policy. If the IEP or 504 goal is directly related to the failed class and the student is making adequate progress toward the IEP or 504 goal, the student will be considered for eligibility.

Starting Dates, 2016-2017

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. **on the 31st day**.

IHSAA Sports 1st competition date Eligibility resumes at 12:01 a.m. on THIS Date:

| | | |
|---------------|-------------|--------------|
| Football | August 18 | September 17 |
| Cross Country | August 22 | September 21 |
| Wrestling | November 28 | December 28 |
| Basketball | November 28 | December 28 |
| Track/Field | March 13 | April 12 |
| Spring Golf | March 27 | April 26 |
| Baseball | May 22 | June 21 |

IGHSAU Sports 1st competition date Eligibility resumes at 12:01 a.m. on THIS Date:

| | | |
|-----------------|-------------|--------------|
| Cross Country | August 22 | September 21 |
| Volleyball | August 22 | September 21 |
| Basketball | November 18 | December 18 |
| Track and Field | March 13 | April 12 |
| Golf | March 22 | April 21 |
| Softball | May 22 | June 21 |

*Tentative; may be changed to a later date.

Non-Athletic Extra Curricular Participation

The Iowa High School Music Association, the Iowa High School Speech Association, and FFA academic eligibility rules state a student who fails a semester class will be ineligible for 30 consecutive calendar days from the date grades are issued. “Grades being issued” is defined as report cards being ready for mail or parent pick up. All report cards are available on the North Cedar Community School website.

- Any student who has an “F” (failing), “W” (withdraw), “NC” (no credit), “U” (unsatisfactory) or other less than passing grade at the semester will be ineligible from publicly participating in extra curricular events. Students who receive an “I” (incomplete) grade at the end of a grading period will have a specified amount of time to complete missing classwork. If the grade is failing when the specified time ends, the student will become ineligible.
- Drill teams, dance teams, cheerleading, Academic Decathlon, drama, etc. do not have specific academic policies from their governing bodies. These extra curricular activities will follow the same academic ineligibility criteria listed above.
- Students will not be allowed to participate in public events. Students who are academically ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to “suit up” or “dress” for the activity. If the public event is graded and part of the school curriculum, the student will have alternative assignments to complete to the instructors satisfaction to prevent loss of academic credit.

Special education and 504 students will follow the same ineligibility policy as students in regular education. If a student with an IEP or 504 plan has a failing grade when eligibility is checked, and the class failed is outside the IEP or 504 plan goal area, the student will be ineligible as per policy. If the IEP or 504 goal is directly related to the failed class and the student is making adequate progress toward the IEP or 504 goal, the student will be considered for eligibility.

NOTE: The Iowa Girls High School Athletic Union, Iowa High School Athletic Association, the Iowa High School Music Association, Iowa High School Speech Association, FFA, and Department of Education rules and interpretation of the Academic Eligibility policy will have priority in ruling decisions.

SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over school messenger; and television stations KGAN-TV – channel 2, KCRG-TV – channel 9, KWOC-TV-channel 6; and KWWL-TV – channel 7.

SCHOOL PROPERTY

The high school building and grounds reflect our pride in the North Cedar Community School District. Every student is encouraged to assist our staff in maintaining a neat, clean school environment. Each student is expected to do their part in keeping our school and school grounds neat and clean.

Students are not allowed to mark walls, lockers, or desks. Defacing, abusing, or destruction of school property or equipment will result in disciplinary action. Students will be charged for repair or replacement costs incurred by the school.

SCHOOL SPONSORED ACTIVITIES

A teacher sponsoring out-of-school activities will provide a list of the students to the faculty. If a teacher requests that a student on the list not miss his/her class, that student will not be excused to participate in the activity. Students attending out of school activities must have a parent permission slip signed and returned to the sponsoring teacher **before** they leave. It will be the teacher's responsibility to make sure all permission slips are signed or the student may not go.

DANCES

All school-sponsored dances must be pre-approved by the principal. All school district policies, rules, and regulations apply to students and their guests attending our dances. Students and/or guests must be enrolled as at least a ninth grade student in order to attend any of high school dances. All guests must sign-in (listing their name, address, and phone number) before they will be admitted inside a school-sponsored dance.

Students and their guests who violate school district policies, rules, or regulations will be asked to leave the dance, school grounds, and be prohibited from attending future school dances for an extended time period (usually 13 months). Students who are suspected of being under the influence of alcohol or other controlled substances will have their parents and law enforcement officers contacted.

Students may not re-enter a dance after leaving the building without an adult chaperone escort. All dances will end by midnight.

SCHOOL STAFF

All bus drivers, custodians, cooks, aides and secretaries are to receive the same respect given to the teachers. Substitute teachers will command the same respect as regular staff members. Each member of the class will do all they can to help in the absence of the regular teacher.

SPECIAL EDUCATION STUDENT BEHAVIOR

Following a serious infraction of the rules by a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it meets the needs of the student. If a special education student's out of school suspensions reaches 10 days, then the child study team shall re-evaluate the IEP. Following a serious infraction of the rules by a student who meets the criteria set forth in the Rehabilitation Act of 1973, Section 504, the student shall be evaluated by the child study team. The team may request further evaluation for possible special education placement or it may develop a new behavioral management plan to be implemented by regular education teachers.

STUDENT FEES - WAIVER

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT RECORDS

The North Cedar School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his education and may include but are not limited to the following type of records: identification data, objective counselor teacher ratings and observations, and external agency reports.

Student directory information will include the student's name, address, email address, telephone number, and class. This information will be developed in September and parent(s) or guardian(s) have the opportunity to deny the inclusion of their child's information in the directory.

The records of each student are generally located at the school building in which they attend. Records of graduates are kept at the high school. Any exception will be noted in the student's other records or by the person responsible for maintenance of the student records for each building as listed below:

- North Cedar Elementary School Principal
- North Cedar Secondary School Principal
- North Cedar JR/SR High School Guidance Counselor

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 and teachers 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 Educational Programs
- In connection with a student's educational financial aid application
- In connection with an emergency
- 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 of dependent children, regardless of age

Student records are reviewed and inappropriate material removed periodically, when a student moves from elementary school to secondary school and when a student transfers out of the district. Those records not of permanent importance are destroyed within one year of graduation or discontinued attendance.

Parents of students under age 18 and students 18 and over may exercise the opportunity to review educational records of the students, to obtain copies of the records, to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records in each building or from the superintendent.

The principal or person in charge of each attendance center may release the following types of directory information to the public as they see fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, 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 and the most recent previous school or institution attended by the student. No information which might otherwise be regarded as directory information may be released which serves to identify a student as handicapped or having received Special Education Services.

Any parent objecting to the public release of such information must file a written request with the person responsible for maintaining student records in each building within 30 days of publication of this notice. Information objected to shall not be publicly released. Cumulative record documents shall be retained in the file on a cumulative basis throughout the course of the student's educational career except when determined to be inappropriate or irrelevant.

The school administration shall inform parents of handicapped children or handicapped students over 18 years of age when personally identifiable information is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address and phone number, his or her grades, attendance record, or classes attended, grade level completed, and year completed shall be maintained without time limitation.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Education Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street SW Washington, D.C. 20201

SUPPORT SERVICES

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teacher, counselor, nurse, secretary, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

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

TELEPHONE / CELLULAR PHONE USE

Emergency telephone messages will be delivered immediately to students. Non-emergency messages will be delivered to students between classes or posted outside the main office. The telephone inside the main office is a business line and may be used by students only with permission of office staff.

In recent years, student use of cellular phones has become a growing concern at schools across the country. Cellular phone technologies now allow students to text message, take photos, download information and talk to friends. Many of these uses may disrupt the educational environment of our classrooms. In order to avoid these educational disruptions, the following cellular phone policies will be strictly enforced:

- Students are encouraged to leave cellular phones outside the building.
- If cellular phones are brought inside the building, the phones must be out-of-sight and turned “off” whenever the student is in a classroom, library, computer lab, restroom or locker room.
- Cell phones will be confiscated by staff and stored for the remainder of the school day if they are seen or heard inside these areas. Confiscated phones will be returned to a student at the end of their last class period. The phone of a repeat offender will be stored in the main office until the student’s parent is able to retrieve the phone. If the parent can not come into retrieve the phone the student will be issued a detention.
- Failure of a student to turn over a phone to a staff member upon request will be considered insubordination. Insubordinate students will be referred to the Principal/Dean of Students for disciplinary consequences.

TRANSPORTATION

The school bus is an extension of the classroom. The following information relates to the responsibilities of students for conduct and safety in a school bus:

- Students must be on time.
- Students waiting for the bus should stand off the roadway until the bus stops and should be orderly while boarding the bus.
- Conversation with the driver should be limited.
- No student may at any time extend arms or head out of bus windows.
- Students must not get on or off or move about within the bus while it is in motion.
- When leaving the bus, students crossing the road must pass in front of the bus, look both ways and be sure that they are safe from other traffic.
- Shuttle and activity buses will not stop at any points other than the district buildings in Lowden, Clarence, Stanwood, and Mechanicsville.
- There will be a warning to the student for the first misbehavior on the bus based on the driver's judgment. A one-day suspension for misbehavior the second time. A two-day suspension for misbehavior the third time.
- If a student is suspended a fourth time the parents and student must meet with the Board of Education and/or Superintendent for a determination of the student's riding status. It will be the responsibility of the parent to arrange transportation for their child until the Board meets.
- At the Board meeting, the Board will determine whether the student's actions warrant being suspended from riding the bus for the remaining semester.

TRANSPORTATION FOR ACTIVITIES

All students attending events as a member of a school team or group are required to ride the district-provided transportation. As a convenience to our participants and/or their parents/guardians we will allow students to ride home with them. Student participants that ride home with another parent must have a signed waiver (or note) from their parent(s)/guardian(s). Also a waiver must be signed by both parties’ parent(s)/guardian(s) for a student riding with another student to and from practice events.

VISITORS

North Cedar High School welcomes our alumni and guests of our students. All visitors must check-in at the main office on arrival, notify office personnel of their presence, and wear a visitor name tag during their visit.

High school-aged guests must also sign our “guest register” listing their name, address, phone number, and host student. Guests must follow their host student throughout their school day and may not transfer to “shadow” other students without permission from the principal (48 hours prior to having a visitor). Student guests will not be permitted during the last two weeks of the semester or during final exam days.

Parents/guardians are always welcome to visit our school. Parents should check-in at the main office prior to visiting a classroom.

APPENDIX I: NORTH CEDAR SCHOOL SCHEDULE

Regular SR High School Schedule: 44 Minute Class Periods

| | | |
|----------|---------------|------------------|
| Period 1 | 8:15 – 8:59 | |
| Period 2 | 9:01 – 9:45 | |
| Period 3 | 9:47 – 10:31 | |
| Period 4 | 10:33 – 11:17 | Lunch Mods: |
| Advisory | 11:19 – 11:44 | |
| Period 5 | 11:46 - 1:02 | 2: 11:46 – 12:14 |
| Period 6 | 1:04 – 1:48 | 3: 12:16 – 12:44 |
| Period 7 | 1:50 – 2:34 | |
| Period 8 | 2:36 – 3:20 | |

Regular JR High School Schedule: 44 Minute Class Periods

| | | |
|----------|---------------|------------------|
| Period 1 | 8:15 – 8:59 | |
| Period 2 | 9:01 – 9:45 | |
| Period 3 | 9:47 – 10:31 | |
| Period 4 | 10:33 – 11:17 | Lunch Mods: |
| Lunch 1 | 11:18 – 11:45 | 1: 11:18 – 11:45 |
| Ready | 11:47 - 12:16 | |
| Period 5 | 12:18 - 1:02 | |
| Period 6 | 1:04 – 1:48 | |
| Period 7 | 1:50 – 2:34 | |
| Period 8 | 2:36 – 3:20 | |

1:00 Dismissal Schedule: 28 Minute Class Periods

| | |
|----------|-------------|
| Period 1 | 8:15 – 8:43 |
| Period 2 | 8:45 – 9:13 |
| Period 3 | 9:15 – 9:43 |

| | |
|-------------------|---------------|
| Period 4 | 9:45 – 10:13 |
| Period 5 | 10:15 – 10:43 |
| Period 6 | 10:45 – 11:13 |
| Period 7 | 11:15 – 11:43 |
| Period 8 | 11:45 – 12:13 |
| Advisory/ Lunch 1 | 12:14 – 12:36 |
| Ready/Lunch 2 & 3 | 12:38 -1:00 |

2 Hour Late Start SR High

Periods

| | |
|----------|---------------|
| Period 1 | 10:15 – 10:44 |
| Period 2 | 10:46 – 11:15 |
| Advisory | 11:17 – 11:44 |
| Period 5 | 11:46 - 12:46 |
| Period 3 | 12:48 – 1:17 |
| Period 4 | 1:19 – 1:47 |
| Period 6 | 1:49 – 2:18 |
| Period 7 | 2:20 – 2:49 |
| Period 8 | 2:51 – 3:20 |

29 Minute Class

Lunch Mods:

| | |
|----|---------------|
| 2: | 11:46 – 12:15 |
| 3: | 12:17 – 12:46 |

2 Hour Late Start JR High

Periods

| | |
|----------|---------------|
| Period 1 | 10:15 – 10:44 |
| Period 2 | 10:46 – 11:15 |
| Lunch | 11:17 – 11:44 |
| Ready | 11:46-12:15 |
| Period 5 | 12:17-12:46 |
| Period 3 | 12:48 – 1:17 |
| Period 4 | 1:19 – 1:47 |
| Period 6 | 1:49 – 2:18 |
| Period 7 | 2:20 – 2:49 |
| Period 8 | 2:51 – 3:20 |

29 Minute Class

Lunch Mods:

| | |
|----|---------------|
| 1: | 11:17 – 11:44 |
|----|---------------|

APPENDIX II: NORTH CEDAR SPECIFICS

SCHOOL ADDRESS/PHONE:

North Cedar Community Central Office School
P.O. Box 247
102 East North St.
Stanwood, IA 52337
Telephone: 563-942-3358
Superintendent's telephone: 563-942-3358

SCHOOL ADDRESS/PHONE:

North Cedar Community JR/SR High School
P.O. Box 310
400 Ball Street
Clarence, IA 52216
Telephone: 563-452-3179
Fax: 563-452-3972

School Colors: Purple, Teal & Silver

School Fight Song –Notre Dame Victory:

Cheer Cheer for North Cedar Knights
We're gonna fight with all of our might
To our colors we'll be true
Teal purple silver loyal to you.
We've got the spirit we're gonna try
GO FIGHT WIN! HEY that's our cry.
Our team is the very best
So here's to a victory. KNIGHTS!

School Mascot: Knights

Conference: River Valley Conference

APPENDIX III: 2016-2017 SCHOOL CALENDAR

| | |
|-----------------|--|
| August 24 | First Day of School (1:00 Dismissal) |
| September 5 | No School (Labor Day) |
| September 19 | Professional Development (No School) |
| October 10 | Professional Development (No School) |
| October 26 | End of 1 st Quarter (45 days) |
| November 14 | Professional Development (No School) |
| November 21 | P/T Conferences (1:00 Dismissal) |
| November 22 | P/T Conferences (1:00 Dismissal) |
| November 23 | No School – Teacher Comp Day |
| November 24-25 | No School (Thanksgiving Vacation) |
| December 12 | Professional Development (No School) |
| December 23-30 | Winter Break – No School |
| January 2 | New Year's Day (No School) |
| January 3 | Classes Resume |
| January 12-13 | Semester Finals |
| January 13 | End 1 st Semester |
| January 16 | Professional Development (No School) |
| February 6 | Professional Development (No School) |
| February 20 | President's Day (No School) |
| February 21 | P/T Conferences (1:00 Dismissal) |
| February 23 | P/T Conferences (1:00 Dismissal) |
| February 24 | Teacher Comp Day (No School) |
| March 13 | Professional Development (No School) |
| April 13-14, 17 | Spring Break - No School |
| April 24 | Professional Development (No School) |
| May 21 | Graduation (Commencement @ 2:00) |
| May 23-24 | Semester Finals |
| May 25 | End of Semester/Last Day for Students (1:00 Dismissal) |

Snow Days: Added to end of year

APPENDIX IV: NORTH CEDAR JR/SR HIGH SCHOOL EMPLOYEES

| | |
|---|-----------------|
| Interim Superintendent | John Dayton |
| School Consultant | Mark Dohmen |
| Business Manager | Carrie Fortin |
| Assistant Business Manager | Jean Esbaum |
| Principal | Mary Bendixen |
| Director of Student Affairs/Activities Director | Adam Hadenfeldt |
| Superintendent's Secretary | Mary Ann Slach |
| JR/SR High School Secretary | Pam St. John |
| School Counselor | Troy Bergmann |
| School Nurse | Lee Kline |
| Transportation | Mike Hayward |
| District Technology Coordinator | Peter Green |
| District Building & Grounds | Bob Dohmen |
| Director of Food Service | Jen Smith |
| District Librarian | Diane Martinson |

Teachers:

| | |
|----------------------------------|---------------------------------|
| Andrew Bellamy (PE/Alt. Cord.) | Kristen Larson (Social Studies) |
| Kori Boleyn (Resource) | Patti Lehrman (English) |
| Kris Brown (Science) | Hugo Sierra (Spanish) |
| Todd Cox (BD) | Katelyn McKone (Band)** |
| Rick Crittenden (Social Studies) | Stacey Moorman (English) |
| Heather Davidson (STEM) | Laura Musser (ELP)** |
| Robert Dees (English) | Eric Myers (Math) |
| Lori Dittmer (Resource) | Mark Norton (PE) |
| Jay Fetzer (Instructional Coach) | Brandy Kaha (FCS) |
| Peter Fourniea (Choir) | Tracey Dispensa (Science) |
| Ashley Fuller (English) | Alexa Scherer (Vo-Ag)** |
| Carla Green (English /Yearbook) | Doug Rempp (Science) |
| Vick Hamdorf (Math) | |
| Todd Hoefler (Social Studies) | Daniel Buenz (Industrial Tech) |
| Scott Kasik (Math) | Angie Wood (SCI) |
| Sara Kendall-Thomsen (Art) | Jill Powers (Band) |
| Jane Koch (Business/Computers) | |

** Part-time/shared with another center

Associate: Becky Bergmann
Associate: Gloria Moore
Associate: Renae Paup
Associate: Shannon Poppe
Associate: Dan Kedley
Associate: Nikki Williams

Copy Center: Penny Carlson
Associate: Chastity Darts
Associate: Darla Doty
Associate: Laura Ihrig
Associate: Sharren Loomis
Associate: Kelly Kunkel

Custodians:

Dick Meyer & Ryan St. John

Food Service:

Amy Cerda & Cindy Burken