2026 - 2027
Student and Parent Handbook

Crestwood High School

1000 Schroder Drive
Cresco, IA 52136
563-547-2764
www.howard-winn.k12.ia.us

HOWARD – WINNESHIEK COMMUNITY SCHOOLS
Our **vision** is to discover, develop and expand passions, creativity and strengths.

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

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EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - (EEOE) STATEMENT

Notice of Nondiscrimination

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

1. Industrial Technology 2. Family & Consumer Science 3. Agriculture 4. Business

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

Equal Employment Opportunity, Board Policy 401.2

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

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

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

HOMELESS

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

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Howard-Winneshiek Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services,
If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. To inquire about eligibility contact the District 504 Coordinator at (563) 547-2764.

CHAPTER 103 NOTIFICATION STATEMENT

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

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

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

DUE PROCESS STATEMENT
Due process is that procedure of informing persons of the charges against them and a chance to have a fair hearing on those charges. If students feel that they have been treated unfairly, they may, with parent/guardian knowledge, request a hearing in writing no later than 5 days after the charges and punishment have been given. The letter shall state the objection, reasons for the objection, and a request for a hearing to the principal.

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

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

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

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

NON-DISCRIMINATION POLICY
The Howard - Winneshiek Community School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, religion, creed, age, physical attributes, physical or mental ability, ancestry, political party preference, political belief, or familial status in its educational programs, activities, or disciplinary procedures.
Educational programs, activities or employment policies are required by Title VI and VII of the 1964 Civil Rights Act, Iowa Civil Rights Act of 1965, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with these policies can be directed to the District Office at (563) 547-2762.

AREA EDUCATION AGENCY (A.E.A.)
Keystone Area Education Agency 1, with its main office in Elkader, provides services, which include evaluation of special education, hearing screenings, or individual assistance to help the school make the most appropriate educational experience possible for your child. For more information regarding AEA services, please contact your building administrator or review on-line at http://www.aea1.k12.ia.us.

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

SCHEDULES

Daily Regular Schedule	2-Hour Late Start:	1-Hour Early Dismissal	1-Hour Late Start
PERIOD 1: 8:10 - 8:55 PERIOD 2: 8:59 - 9:44 PERIOD 3: 9:48 - 10:33 PERIOD 4: 10:37 - 11:22 PERIOD 5: 11:26 - 12:50 "A" Lunch: 11:26 – 11:51 "B" Lunch: 11:55 – 12:20 "C" Lunch: 12:24 – 12:50 PERIOD 6: 12:54 - 1:39 PERIOD 7: 1:43 - 2:29 PERIOD 8: 2:33 - 3:20	Period 1: 10:10 - 10:40 Period 2: 10:44 - 11:14 Period 3: 11:18 - 11:48 Period 5: 11:52 - 1:04 "A" Lunch 11:52 - 12:16 "B" Lunch 12:16 - 12:40 "C" Lunch 12:40 - 1:04 Period 4: 1:08 - 1:38 Period 6: 1:42 - 2:12 Period 7: 2:16 - 2:46 Period 8: 2:50 - 3:20	Period 1: 8:10 - 8:49 Period 2: 8:53 - 9:32 Period 3: 9:36 - 10:15 Period 4: 10:19 - 10:58 Period 5:11:02 - 12:14 "A" Lunch 11:02 - 11:26 "B" Lunch 11:26 - 11:50 "C" Lunch 11:50 - 12:14 Period 6: 12:18 - 12:56 Period 7: 1:00 - 1:38 Period 8: 1:42 - 2:20	Period 1: 9:10 - 9:49 Period 2: 9:53 - 10:32 Period 3: 10:36 - 11:15 Period 4:11:19 - 11:58 Period 5: 12:02 - 1:11 "A" Lunch 12:02 - 12:26 "B" Lunch 12:26 - 12:50 "C" Lunch 12:50 - 1:14 Period 6: 1:18 - 1:56 Period 7: 2:00 - 2:38 Period 8: 2:42 - 3:20

Homebase 25-26 Scheduled Days			
Mondays During C Lunch (12:24 – 12:50)			
1st Quarter	**2nd Quarter**	**3rd Quarter**	**4th Quarter**
September 8th	October 27th	January 5th	March 16th
September 22nd	November 3rd	January 12th	March 23rd
September 29th	November 10th	January 26th	March 30th
October 6th	November 24th	February 2nd	April 13th
October 13th	December 1st	February 9th	April 20th
	December 8th	February 23rd	April 27th
	December 15th	March 2nd	May 4th
			May 11th
			May 18th

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

"School districts may define by policy what are excused and unexcused absences. The determination of whether an absence is excused is made by the school, not by the parent."
(In re Donald and Katherine Blaess, 4 D.P.I. App. Dec. 118 (1985).

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

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

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

Compulsory Attendance Law; Excerpt 299.1, 299.2
It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Parents within the school district who have children over age 5 and under age 16 by September 15th, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. This number was set previously by the school board. Students not attending the

minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- *Have completed the requirements for graduation in an accredited school*
- *Have obtained a High School Equivalency Diploma (HSED - formerly GED)*
- *Are attending religious services or receiving religious instruction*
- *Are attending an approved (or on probation) at an approved private college preparatory school*
- *Are attending an accredited nonpublic school*
- *Are receiving Competent Private Instruction*

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

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

Student Absences - Excused School Board: Code No. 501.9
Regular attendance by students is essential to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the administration of their attendance. Student absences approved by the administration are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. The school reserves the right to determine whether an absence is excused or unexcused. Therefore, all absences, including excessive excused absences may be reviewed for legitimacy.

Administrators serve as Truancy Officers. The building administration, guidance counselors, Success Team members, school nurse, family case manager and/or other community human resource personnel may receive referrals of students who have an unusually high rate of absenteeism, including excessive morning absences/tardies. Students with questionable attendance records may also be referred to civil authorities. The Howard County Attorney may be notified for extensive unexcused absences.

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

Truancy - Unexcused Absences; School Board Code No. 501.10
Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the administration of their attendance center.

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

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

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

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

Unexcused Absences include, but are not limited to:
- *Truancy*
- *Skipping Class - 3 skipped classes (including study halls and home base) will result in the creation of an attendance contract and may include after school detentions and up to .5 ISS*
- *Haircuts*
- *Hunting*
- *Manicures*
- *Need to Rest/Sleeping In*
- *Tanning*
- *Concerts*
- *Needing to Care for a Pet & Veterinarian Appointments*
- *Pet Weddings*
- *Senior Pictures*
- *Personal Business without explanation/documentation*
- *Leaving school to eat lunch*
- *Preparation or participation in parties or other celebrations*
- *Absences (those with no parent contact) by the end of that same school day, will be counted as unexcused*
- *Parents reporting, "My son/daughter will not be in school today," or other ambiguous reasons*
- *Overslept*

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

Unexcused Absences Policy/Procedure for Grades 9 - 12
Individual Class Periods are Monitored for Attendance:

- At **10% Unexcused Class Period Absences per Semester**, a letter will be sent home addressed to the Parent/Caregiver/Guardian of the student, accompanied by a telephone call verifying attendance concerns.
    - High School Students (9-12) Subject to Iowa State Law, a student may be withdrawn from a course upon the 5th unexcused absence with a grade of "W"
    - Additional Positive Behavior Intervention Supports may be put in place to support attendance concerns

- Students will be placed on the Success Team's Roster. Depending on student/family need, a variety of interventions will be considered at this time such as Home Visits, Check-In/Check-Out, Mentoring Program or Attendance Contract
- Truancy Law and next steps will be reviewed

- At **15% Unexcused Class Period Absences per Semester,** a second Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
  - At this time, a Parent/Caregiver/Guardian meeting will be scheduled with Building Administration, along with staff members pertinent to the student's academic success
  - Attendance Behavior Intervention Plan will be written at this time. Additional Positive Behavior Intervention Supports will be put in place for Family/Student Success
  - Truancy Law and next steps will be reviewed
- At **20% Unexcused Class Period Absences per Semester,** a third Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
- At this time, a second Parent/Caregiver/Guardian meeting will be scheduled with the Building Administration and if deemed necessary, additional authorities may be invited, including but not limited to: DHS, County Attorney, or Juvenile Probation Officers. A formal contract will be written, outlining all consequences regarding truancy along with any additional supports necessary for student attendance/academic success.
  - Students with excessive absences may be subject to the following consequences:
    - *High School Student removed from a class(es) with a "W" on transcript; online credit recovery will be assigned*
    - *Skipping class on the day of the test may result in no opportunity to reassess*
    - *After-School tutoring sessions may be assigned to complete missing assignments*
    - *Summer School may be assigned to recover academic time lost*
    - *Student may lose School Driver's Permit privileges*
    - *Student may lose opportunity to apply for School Driver Permit*

Parent/Caregiver/Guardian referred to County Attorney's Office regarding Truancy Laws:
Iowa Attendance Law: *(Iowa Code 299.5A)*
"*School Officers SHALL first attempt to find the cause for the child's absence and use every means available to the school to assure the child does attend. If the parent/guardian/custodian, or child refuses to accept the school's attempt to assure attendance, the truancy officer SHALL refer the matter to the county attorney for mediation or prosecution."*

Iowa Attendance Law - Consequences for Truancy: *(Iowa Code 299.6)*
"If a parent/guardian/custodian, is referred for prosecution and is found guilty for violating a provision of the code, the agreement, or for refusing to participate in mediation the consequences are:

1st Offense: simple misdemeanor is punishable by:

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

School administration may also write a letter to the Iowa Department of Transportation to initiate paperwork to have the Iowa Department of Transportation suspend the student's driver's permit/license or operating privilege for failure to attend school as mandated by Iowa law.

TARDY POLICY
It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Tardies will be documented by each semester of a school year. A student is tardy when he/she is not in the classroom at the beginning of the class period when they are expected to be there. If they have a legitimate pass from another staff member they are not considered tardy. It is up to each teacher to set his/her tardy guidelines. If a student arrives more than fifteen (15) minutes after class, they are considered absent. Tardy students must attend the remainder of the period to which they are tardy. The first unexcused tardy to a class/study hall will be documented without a detention being issued. The second unexcused tardy to the same class/study hall will result in a detention. The teacher will continue to document tardies in the Student Information System and will assign the detention. If a student has 5 or more tardies in one class period, it will be documented as a Major Office Referral in the Student Information System. Detentions will continue to be served either before school or after school. If the student takes a school bus to get home, this will be taken into consideration when the detentions are served. Failure to serve detention may result in further disciplinary action.

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

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

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

ACADEMIC HONESTY
Students will not use unauthorized Artificial Intelligence (AI), materials, information or devices to complete an assessment. Students will not copy from another student, or from another student's assessment. Students will not engage another person to act as proxy, or be the proxy, to take the examination or complete an assignment.

HOMEWORK REQUEST
When a student is or has been ill parents/guardians may request assignments from his/her teachers for the days absent. Students should check Schoology for assignments when they are absent. If the student is not allowed access to electronics during his/her absence, the parents can request homework to be collected for his/her student.

SENIOR YEAR PLUS REGULATIONS
The intent of the Senior Year Plus statue is to ensure all students in Iowa have increased access to courses that have the potential to generate college credit while in high school. Students in grades 9-12 can enroll in concurrent enrollment courses as well as PICC courses. The *statute* requires all students enrolling in college credit courses be proficient in English Language Arts, Math, and Science. At Crestwood High School, concurrent enrollment courses include:

- Advanced Placement courses (AP)
- Concurrent Enrollment courses and PICC (Placement in College Credit) at Northeast Iowa Community College
- Iowa Learning Online courses (ILO)
- PSEO courses

Approved Criteria Ensuring English Language Arts, Math, and Science Proficiency:

1. The student is proficient on the English Language Arts, Mathematics, and Science portions of the Iowa Statewide Assessment of Student Progress (ISASP). Performance levels vary per grade level and assessment. We will use the state directed performance levels to determine proficiency.
2. The student is proficient on the English, Math, and Science portions of the Pre-ACT test or American College Testing test (ACT). Proficiency is a score of 18 or higher on any of these assessments.
3. The student is proficient on the Accuplacer Test. Proficiency is a score above the developmental level as determined by the partner college (NICC test requirement is a score of 250 or above on the Next Generation reading test, a 70 or above on the Classic Accuplacer Reading and 18 or above on the Pre-ACT or ACT math test). The students passing the Accuplacer/ALEKS Test would still need to prove proficiency in science on the ISASP or ACT tests or specified course grades.
4. The student received a C or better on the most recent semester grade in science. These courses in Science (Biology, Human Anatomy & Physiology, Chemistry, Physics) correlate to the ISASP performance level descriptors.

Note: Proficiency can be met with any combination of these pre-approved criteria but must demonstrate proficiency in the areas of English Language Arts, Math, and Science using their most recent test score or grade.

Note: If the student was absent for the most recent administration of the ISASP, and the absence was not excused by the school of enrollment, the student is deemed to not be proficient.

*** Career and Technical Coursework for Dual Credit is exempt from meeting the English Language Arts, Math, and Science Proficiency requirements in Senior Year Plus guidelines.

Students who miss five NICC class sessions may be dropped from the class as per the attendance policy.

Any college credit courses that students and families pay for 'out of pocket' could receive high school credit and be included on the high school transcript with completion of the Request to Transfer College Credits form.

Crestwood High School provides high school students with their NICC textbooks. Textbooks are the property of Crestwood High School and must be returned upon completion of the semester.

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

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

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

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

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

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

* ATHLETICS	**NON-ATHLETICS
Baseball	FFA Competitions
Basketball	Jazz Band
Cheerleading	Music Honor Festivals
Cross Country	Musicals/Plays
Golf	Drumline
Football	Pep Band
Softball	Speech activities
Swimming	State solo ensemble-band or vocal
Track	Trapshooting
Volleyball	Parades before school year
Wrestling	Santa Holiday Parade

* Includes any other sport sanctioned by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union which is added to the athletic program at Crestwood High School.
**Includes any other activity that is not course grade related that might be added to the activity program at Crestwood High School.

IHSAA & IGHSAU provisions:
If at the end of each semester a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for the next 30 calendar days, which includes baseball and softball during the summer.

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

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

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

GOOD CONDUCT POLICY

The Good Conduct Code for Activities Participation

All participants in the activities program serve as ambassadors of the Howard-Winneshiek Community School District. Therefore, the school district main-tains high conduct standards through the provisions of the Good Conduct Code for students that enjoy the privilege of activities participation. Activities covered by the Howard-Winneshiek Community School District's Good Conduct Code include athletics, cheerleading, instrumental and vocal music, FFA, Health Careers Club, Key Club, speech, drama, all honorary and elected offices, and any other activity where the student represents the district outside the classroom. This code applies to 7th-12th grade students.

Violations

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

Investigations

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

Consequences

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

Suspension Conference

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

Appeals

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

** Important Notes

- The term calendar year as used in the Good Conduct Code begins on the date the violation occurred.
- A student shall be suspended from an additional event in every activity of participation for one calendar year if:
    1. the student fails to cooperate during the investigation
    2. the student fails to report a violation to the athletic director or coach/sponsor prior to the student's next scheduled performance/contest
    3. the student participates in an event after incurring a substantiated violation

• A student who incurs a violation of the Good Conduct Code in grades 7 & 8 enters 9th grade with a clean slate. Students shall be considered high school students after their last day of school of 8th grade.

• A student who incurs a violation is encouraged to continue as a member of any and all activities. However, the student shall not perform as a member of the activity in any public performance during the imposed suspension. Pre-season contests, jamborees, scrimmages (Meet the Team Night, Dress Rehearsals, etc.) shall not be included in event ineligibility.

• A suspension that is not fulfilled due to the lack of remaining scheduled activities/contests shall carry over to the next season in the activity in question.

• If the period of time between a violation and activity is one calendar year (365 days) or more, the student shall not serve an ineligibility period

Attendance Policy

A student who is absent during any portion of the day shall be ineligible to participate in any practices, games or contests. If the principal knows beforehand that the student will be absent for bereavement - attending the funeral of a relative or significant person; or professional appointments - doctors, orthodontists or dentists, or farm work, the absence will be excusable with appropriate documentation. Haircuts, manicures, tanning sessions, illness and the need to rest shall not be excusable for eligibility

purposes. Certain extenuating circumstances apply to specific situations. The final determination for participation will rest with the HS Principal.

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

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

A. What Is Expected From the School Personnel?
1. Deal with students involved in violation of the policy in a timely, fair, and compassionate manner.
2. Communicate with the student, parent, and all coaches/activity sponsors involved.
3. Inform students and parents of policy expectations at the beginning of the year or prior to the first competition.
4. Emphasize that the policy is of educational value to students and encourage responsible decision making.
5. Provide a means to effectively communicate to parents and students the implications of code violations. (Mandatory attendance will be required.)

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

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

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

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

BAD WEATHER OR POOR ROAD CONDITIONS
If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be made on Twitter, SchoolMessenger, school website as well as heard on the following radio/televi-sion stations: KCZQ Cresco - Dial 102.3 FM; KVIK - Dial 104.7 FM; KROC Rochester - Dial 106.9 FM; KDHK - Dial 100.5 FM; KWWL TV Waterloo - Channel 7; KTTC TV Rochester - Channel 10; KIMT TV Mason City - Channel 3; KAAL TV - Channel 6.

VIRTUAL LEARNING - WEATHER DELAYS & DISMISSALS:
The state of Iowa requires public schools to have a minimum of 1080 hours of instructional time with students. Our calendar has more than the minimum 1080 hours consequently providing "built in snow days". Iowa public schools are allowed by state law to use up to five virtual learning days to replace in-person instruction during inclement weather, preventing the need for end-of-year make-up days. The virtual days are designed to keep learning consistent during weather related closures, preventing the need to extend the school year into June. If a district uses all five allowed virtual days, further weather closures will require the school to add days to the end of the school year.

At this time, virtual days will only be used for weather related early dismissals or delays. If we exhaust our built in time, virtual learning may be used for whole days of instruction. The virtual days are structured as remote learning, utilizing our online platform Schoology. This is not virtual face-to-face instruction scheduled at a designated time during the day but rather activities to be completed at each student's preferred time with a deadline of completion at a later date determined by each individual teacher.

We want to stress that in-person instruction is our top priority. We believe face-to-face instruction provides the best educational experience for our students and our objective is to maximize instructional time in the classroom at all costs. We want families to be aware of the plan should a weather-related delay or early dismissal occur. If virtual learning is needed, additional information and guidance will be provided by your student's building principal.

BUS INFORMATION
Please see the Howard Winneshiek CSD website for further transportation information and updates.
Alternate Discharge Point
If you would like your child discharged at a point other than your driveway, obtain an Alternate School Bus Discharge Point form from your bus driver, school office, or at registration time. Complete and sign the form and return it to your bus driver or the Transportation Supervisor.

Parent's Responsibilities
While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult and responsible task and anything that happens on the bus to divert the driver's attention from his/her driving responsibilities endangers the safety of the passengers. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner. It is the parents' responsibility to make sure that their children understand the "Rules and Regulations Governing Students Riding Howard-Winneshiek School Buses."

Rules & Regulations Governing Students Riding Buses At Any Time:
1. The bus driver may assign seats.
2. Be courteous, respectful and responsible to the bus driver and other riders.
3. Students will talk in a normal tone of voice with no profanity allowed.
4. Do not eat or drink on the bus and keep your area clean.
5. Violence and roughhousing are prohibited.
6. Remain seated when the bus is in motion.
7. Keep your hands and head inside the bus with feet on the floor at all times with the aisles clear at all times.
8. No items such as large band instruments, class projects, or large carrying bags will be permitted.
9. Do not destroy property. Destruction of property will be handed over to the proper authorities as "vandalism".
10. For your own safety do not distract the bus driver through misbehavior.
11. Riders are not to throw items in the bus, at the bus or out of the bus. If items are thrown out of the bus, the student will be charged with littering and handed over to the proper authorities.
12. Touching safety equipment such as emergency exit windows, rear emergency door exits and other items are prohibited.
13. All riders will return required forms filled out and signed by the parent(s) or guardian(s).
14. Most rules applied in the classroom also apply on the school bus.

MISBEHAVING ON THE BUS: PENALTY AT DISCRETION OF PRINCIPAL OR TRANSPORTATION DIRECTOR DEPENDING ON CIRCUMSTANCES MAY INCLUDE REMOVAL FROM BUS FOR 1 TO 10 DAYS OR PERMANENT REMOVAL FROM THE BUS BY FORMAL HEARING. SERIOUS MISBEHAVIOR ON THE BUS MAY ALSO BE CAUSE FOR PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

The bus driver has the ability to discipline a student and may notify the administration of a student's inappropriate bus conduct. Video cameras are in use on school buses for the safety of all students riding the bus. The content of the video tapes may be used to discipline students.

Special Requests for Bus Transportation:
Parents are asked to call the transportation director (563-547-2341) if they would like to have their child ride a bus to a friend's home. In addition, all students need to have a written note, signed by a parent, guardian, or school official, and present it to the office and/or classroom teacher.

- Buses will not stop or turn around mid route unless there is an emergency deemed by administration. If your child misses the bus or is not supposed to be on the bus, other arrangements by the parent will need to be made.

USE OF MOTOR VEHICLES
Driving a motor vehicle to and from school is a **privilege** - not a right. Students who drive motor vehicles must park only in the designated areas and may not loiter around or be in their vehicles once they are parked on school property. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students will be expected to observe all traffic and parking regu-lations. Careless and reckless driving which may endanger the occupants of the vehicle and/or pedestrians will result in the possible loss of the privilege to drive on school property. Staff and visitors will have a reserved parking area in the south parking lot. Stu-dent parking is restricted to the south lot. The parking spaces east of the high school, adjacent to the softball field, are for staff members only and strictly prohibited to students during school hours on regular school days. Students may not return to their vehicles during the school day unless they have specific permission from the office. Student parking areas are clearly marked in white and students must park within the parking lines. Students who park illegally in handicapped parking areas will be turned over to local law enforcement officials.

CRESTWOOD HIGH SCHOOL DRESS CODE
A student's dress, accessories or grooming is inappropriate when:

- it leads school personnel to reasonably believe that such dress will disrupt, interfere with, disturb, or detract from a quality learning atmosphere.
- it creates a health problem for others as a result of strong odors, such as intense perfumes, colognes, or tobacco; or from inadequate hygiene or clothing cleanliness.
- it creates a safety hazard.
- it contains writing, pictures, or any other insignia, which are crude, vulgar, profane, or sexually suggestive.
- it bears or suggests drug consumption, promotions, names, images, or likenesses, including those of alcohol or tobacco.
- it reveals undergarments and/or private areas. *apparel with excessive tears and/or holes will not be allowed
- it suggests racial, ethnic, or religious prejudice.
- it creates animosity between groups.
- it can be construed to have an inappropriate "double meaning".
- it includes:
    i. see-through or fish-net fabrics
    ii. A-shirts (ribbed tank tops) if worn by themselves
    iii. halter or other backless tops
    iv. spaghetti straps
    v. off-the-shoulder clothes
    vi. dark glasses, unless prescribed
    vii. head apparel worn during school hours, at school activities during school hours; hats, caps, hoods, and/or head coverings are not to be worn inside the school building
    viii. tear-away type apparel unless worn with shorts underneath (shorts which meet dress code guidelines)
    ix. it may also include (these guidelines staff will follow in determining whether clothing and/or grooming meets dress code)
    x. bare midriffs when both arms are raised at a 90 degree angle, while seated or standing and without making adjustments
    xi. low-cut tops
    xii. shorts shorter than bottom of fist or 8 inches above the knee
    xiii. skirts shorter than tips of fingers when arms are straight at sides while standing, without making adjustments or 6 inches above the knee
    xiv. necklines on shirts cannot be lower than the line from armpit to armpit

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

STUDENT CONDUCT

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

GOOD CONDUCT POLICY

The Good Conduct Code for Activities Participation

All participants in the activities program serve as ambassadors of the Howard-Winneshiek Community School District. Therefore, the school district maintains high conduct standards through the provisions of the Good Conduct Code for students that enjoy the privilege of activities participation. Activities covered by the HowardWinneshiek Community School District's Good Conduct Code include athletics, cheerleading, instrumental and vocal music, FFA, Health Careers Club, Key Club, speech, drama, honor societies, and elected offices, and any other activity where the student represents the district outside the classroom. This code applies to 7th-12th grade students.

Violations

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

Investigations

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

Consequences

A student that violates the Good Conduct Code and fully cooperates with the investigation is suspended from the foremost event(s) in every activity in which the student participates for one calendar year (365 days) corresponding with the number of incurred violations. For example, violation #1 results in suspension of the foremost event in every activity of participation for one calendar year. Therefore, if a student would go out for football, track, band, and FFA the next calendar year (365 days from the date of the violation) - the student would miss one event for football, one for track, one for band, and one for FFA. Viola-tion #2 results in suspension from the two foremost events in every activity of participation for one calendar year 15 (two events in football, two in track, two in band, and two in FFA). Violation #3 results in suspension from all activities for one calendar year. Violation #4 results in suspension from all activities for high school career.

Suspension Conference

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

Appeals

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

** Important Notes

• The term calendar year as used in the Good Conduct Code begins on the date the violation occurred.

• A student shall be suspended from an additional event in every activity of participation for one calendar year if:

1. the student fails to cooperate during the investigation
2. the student fails to report a violation to the athletic director or coach/sponsor prior to the student's next scheduled performance/contest
3. the student participates in an event after incurring a substantiated violation

• A student who incurs a violation of the Good Conduct Code in grades 7 & 8 enters 9th grade with a clean slate. Students shall be considered high school students after their last day of school of 8th grade.

• A student who incurs a violation is encouraged to continue as a member of any and all activities. However, the student shall not perform as a member of the activity in any public performance during the imposed suspension. Pre-season contests, jamborees, scrimmages (Meet the Team Night, Dress Rehearsals, etc.) shall not be included in event ineligibility.

• A suspension that is not fulfilled due to the lack of remaining scheduled activities/contests shall carry over to the next season in the activity in question.

• If the period of time between a violation and activity is one calendar year (365 days) or more, the student shall not serve an ineligibility period

Attendance Policy

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

National Honor Society and Student Leadership Team

A student that violates the Good Conduct code and is a member of National Honor Society shall be subject to the procedures of the By-Laws of the Crestwood High School Chapter of the National Honor Society. A student that violates the Good Conduct Code shall be ineligible from holding an elected office (class officer or student leadership representative). If the student is already a class officer or a member of the student leadership team, the student will be removed from office and replaced by a qualifying student.

Alternative to Suspension for Tobacco-Related Violations

In the case of a first or second violation related to the use or possession of tobacco products, including vaping devices, a student may reduce their suspension period by enrolling in and successfully completing a school-approved program focused on helping young people quit tobacco and vaping products.

- **Program Requirements**: To qualify for this alternative, the student must complete all program requirements within a specified time frame as determined by school administration. Documentation of program completion must be provided to the athletic director or designated school official.
- **Suspension Reduction**: Upon verification of successful program completion, the student's suspension from activities may be reduced by up to 50% at the discretion of the school administration.
- **Continued Participation**: Students who opt for this program alternative may continue to attend meetings, practices, or rehearsals but may not participate in public performances or competitions until the revised suspension period is fulfilled.

This option is intended to support students in making healthier choices and to provide an educational approach to addressing tobacco-related violations within the Good Conduct Code.

DEI (Diversity/Equity/Inclusion) GUIDELINES

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Prevention

The Howard-Winneshiek Community School District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions/Discipline

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Any targeted offense based on racial/ethnic/religious/gender/sexual orientation or remarks that harass or intimidate may be subject to the following discipline. Additional punitive action may take place after the bullying investigation.

- **First offense:** 1 day (ISS) in-school suspension, Student calls parent.
- **Second offense:** 2 days (ISS) in school suspension. Parent Meeting with the Principal.
- **Third offense:** 3 day (OSS) out of school suspension from school. Parent meeting with the Behavior Plan Team.

- **Fourth offense:** 3 day (OSS) out of school suspension from school with 1 week of in school suspension. Parent meeting with Superintendent.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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

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

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

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

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

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

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

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

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

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, principal or other appropriate school employee to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor, principal or other appropriate school employee; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or other appropriate school employee including:

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

Parental Resources
Our district is committed to providing families with age-appropriate, research-based resources to support student safety, healthy relationships, digital citizenship, and the prevention of harassment, abuse, and exploitation. Parent resources include information on recognizing and responding to unsafe situations, internet safety strategies, reporting concerns, and available counseling and support services.

Please review the resources on the District Parent Resources webpage: Link

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

OUT OF SCHOOL SUSPENSION/EXPULSION
An "out-of-school suspension" or expulsion may be imposed upon students for behavior that substantially affects the efficient operation of the District. "Out-of-school suspension" means that a student is not allowed to attend school or participate in school activities during the suspension period.

Such behavior includes but is not limited to weapons possession, assault, possession of tobacco, alcohol or non-prescription drugs, harassment and bullying. Other behaviors detrimental to the smooth and efficient operation of the District are also included on a case-by-case basis. An "out-of- school suspension" of up to ten days may be imposed.

An "out-of-school suspension" may not be for a period of more than ten days without an opportunity to be heard by the Board of Directors, and, if a special education student is involved in a suspension of more than ten days or an expulsion, requires a manifestation determination to decide whether the reason for the suspension is related to the individual student's disability and if so, to adjust the student's individualized educational plan accordingly.

An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student's behalf and dispute the Superintendent's recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

CELL PHONES and ELECTRONIC DEVICES

NO CELL - BELL TO BELL

CELL PHONES / MP3 / Music Players, Smart Watches and Other Electronic Devices Policy

IMPORTANT – Every student is issued a school-owned MacBook Air.

It is recognized that cell phones and other electronic devices have value as educational tools, yet at the same time can be major distractions to the educational process or other personal goals. Therefore, it is imperative that students use them in an appropriate manner at school, and that staff members not only teach them appropriate use but also hold them accountable when disruptions occur.

Crestwood High School has a responsibility to prepare students for a successful future, including the discipline and focus necessary for success. Leaders of colleges, universities, and business owners have very similar policies in place for their students and employees where very few allow use of handheld technology during working hours. Additionally, there are many concerns with handheld technology use including distraction from learning and possible technology addiction.

Teachers have the authority to request that cell phones are turned off during their class rather than left on silent as well as for students to take their phones out of their pockets, purses, etc. and place them in a specific place, such as on top of their desk, on a counter, or in a box or bag.

At Crestwood High School handheld technology will be allowed for general use in the Student Center / Cafeteria and during passing times in the hall between classes. Handheld Technology will not be allowed in all other areas of the building (restrooms, locker rooms, etc.) and should be turned completely off, not on silent or on vibrate.

Instructors may approve use of handheld technology for educational purposes in the classroom.

Violations of this policy will result in:

- **First offense** – Confiscation of the cell phone or other device. It will be given to the principal or his/her designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day.
- **Second offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. **Parents will be notified and required to come to school to pick up the phone.** Students must then turn the device into the office for **the next five school days** prior to the start of first period where it will remain secured until the end of each school day.
- **Third Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. At that point, the student and a parent must meet with the principal and applicable teachers to discuss the matter. The student will be required to drop the phone off in the office prior to the start of the school day and leave it there for the remainder of the day for **a minimum of 10 school days**, and the student will receive **additional consequences for insubordination**.
- **Further Offenses** – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.
- ***Note:*** *A student who turns in a "dummy" phone and continues to use a phone, or one belonging to someone else, will be considered insubordinate and receive consequences under the behavior code.*

Cell phones, cameras or any other device capable of taking, transmitting, and/or storing photographic or audio images or recordings are not allowed to be used without the expressed consent of the other party. In addition, they cannot be used at any time in locker rooms or restrooms except under emergency conditions to seek assistance.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests, examinations, or any other assessments shall be subject to discipline under the behavior code. Using a cell phone in any way during the school day in a manner that distracts another student or causes any kind of disruption is also prohibited.

The use of cell phones and other electronic devices on field trips and extra-curricular activities will be at the discretion of the teacher, sponsor, or coach.

PERSONALIZED COMPUTER

Computers owned by a student are not to be brought to school. The district has managed student accounts and for safety and security reasons must maintain such. Allowing comput-ers to be brought from home diminishes the schools control and provides for the potential of viruses as well as additional problems.

TECHNOLOGY

The Technology Department supports both instructional technology resources for student learning and operational technology to support business operations. We research, plan, implement, and review reliable, effective technologies to meet our District's needs.

HW Technology Information

LOCKERS
Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

Locker sharing is inappropriate. All students are strongly encouraged to put a lock on their lockers. You are taking an unnecessary chance by leaving your locker unlocked.

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

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

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

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

DANGEROUS WEAPONS
The Howard-Winneshiek Schools will not tolerate the possession or use of weapons on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students or staff. Students who violate this policy may be subject to expulsion and/or other disciplinary action. When appropriate, violations of this policy will be reported to law enforcement agencies for investigation. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons. Any student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one year.

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

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

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

CARE OF SCHOOL PROPERTY/VANDALISM
Students are expected to treat school property with care and respect. Repair, restoration, and replacement of equipment and facilities as a result of senseless acts of vandalism is especially draining on a school's budget. Those dol-lars spent because of vandalism should be spent on students' education. It is everyone's responsibility to make sure that school property is well taken care of. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officials.

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

Crestwood High School Study Hall Release Privileges:
Juniors and seniors may be eligible for study hall release privileges. This privilege would allow a junior or senior in good standing to sign in late or out early during 1st and/or 8th hour study hall.

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

1. The student does not receive a C- or lower in grade work in the most recent reported grading period and has not received an Academic Alert from NICC.
2. The student is enrolled in 6 classes plus PE or Strength and Conditioning.
3. The student does not acquire significant discipline referrals, absences, and/or unexcused tardies as determined by the administration.
4. If the student is truant from school the privilege may be revoked for the rest of the grading period, this includes required homeroom (Homebase) periods.
5. If the student signs out for open campus/release privileges and takes a student with them who does not have the privilege, causing this student to be truant, this privilege may be revoked.
6. Parking illegally and/or reckless driving during school hours may result in loss of privilege.
7. Parents can request that the sign-in/sign-out privilege may be revoked by calling the office.

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

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

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

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

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

FIRE/TORNADO/LOCKDOWN DRILLS
Fire, tornado, and lockdown drills are held at regular intervals as required by law and are an important safety precaution. It is essential that when the alarm is sounded that everyone reacts promptly and clears/takes cover in the building by the prescribed route as quickly as possible. Each room has a chart posted indicating the appropriate shelter area. Classroom teachers will review specific instructions periodically to ensure that movement to designated shelter areas is a smooth and controlled operation. Students and staff must remain in place during a lockdown until an all clear is given by the principal or designee.

Fire drills, tornado drills, and lockdown drills are conducted several times during the year. For fire drills each class has an escape route to an outside area a safe distance from the building.

During tornado drills each classroom goes to a designated area within the building. Students are moved to these designated areas in a safe, quiet and orderly manner.

Teachers conduct practice sessions under guidelines developed for their building before building-wide drills are conducted. Planning ahead is important in most of the activities that we do. Planning ahead is also important for emergency situations. At Crestwood Secondary we have developed an emergency evacuation plan that will be implemented in emergency situations.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, or boots. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:
1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location.
5. Bus transportation will be arranged through the district transportation director's office.
6. Parents will be able to pick up students in person.

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

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

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

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

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

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

ACADEMIC LETTERS will be awarded to those students who have a 3.25 cu-mulative grade point average for two consecutive semesters in two different academic years. Two consecutive semesters constitute the Spring (semester 2 of the previous school year) and the Fall (semester 1 of the current school year). Academic letters will be awarded annually.

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

NATIONAL HONOR SOCIETY
Information regarding NHS applications, eligibility, and discipline are set out in the By-Laws of the Crestwood High School Chapter of the National Honor Society.

THE SILVER CORD PROGRAM
Silver Cord Program
The Silver Cord Program encourages and recognizes students throughout their high school career for volunteerism in their community. This program is op-tional and open to all students.

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

Who approves and tracks hours
The Silver Cord Committee will review hours submitted. The Service Hour forms submitted will be kept on-file and posted. If more than 40 hours are accumulated in one year, extra hours will be carried over to the next school year.

Upon the committee approving or disapproving hours, students will receive no-tice whether the hours are approved or disapproved. If not approved, students will be told why and, if applicable, be told what to do in order to get the hours approved.

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

Recognition
At the end of each school year, underclassmen that volunteer at least 40 hours will receive a certificate at the Awards Ceremony. Graduating seniors who complete required hours of volunteerism will be recognized at the Senior Awards Night with a certificate, and a silver cord. The students will wear a silver cord at graduation and be recognized in the graduation program.

Examples of Activities that Count
- Volunteering for community service organizations (501c3s, non-profits)
- Spending quality time with unrelated elderly (reading, singing, etc.)
- Assisting unrelated elderly community members with household chores
- Volunteering for church projects
- Helping to improve school grounds
- Shoveling sidewalks/raking for the unrelated elderly
- Cleaning ditches or other public areas around the community
- Assisting with Special Olympics
- Assisting at a hospital, shelter, day care or care facility
- Beautifying community property
- Volunteering for school sponsored activities (track meets, music contest, etc.) not required by an organization or as a member of the team
- Fundraising for a non-profit 501c3 organization (Salvation Army, American Red Cross etc.)
- Volunteering to help coach younger children in sports
- Volunteer tutor for younger children
- Volunteering as a camp counselor

- Serving as a youth member of the School Board, Chamber of Commerce, City Council or Church Council
- Volunteering for a political campaign
- Girl Scout or Boy Scout service hours
- Confirmation/church service hours
- **Other activities approved by the Silver Cord Committee PRIOR to the completion of the activity**
- **Activities during the school day require prior approval. Students may not miss class where credit is being earned to volunteer as part of the Silver Cord program.**

Examples of Activities that do NOT Count

- Student-athletes leading a youth camp or activities for a sport in which they participate. For example, high school volleyball players may NOT earn Silver Cord hours for assisting with the middle school volleyball camp that occurs at the start of the year.
- Fundraising for personal benefit (FFA fruit sales, band raffle tickets, ect.)
- Doing chores at home or helping family members
- Attending church, CCD, or Sunday School
- Babysitting for a younger sibling
- Babysitting or dog sitting for individuals
- Working on the family farm
- Completing any task that you receive money
- Doing extra credit homework
- Participating in extracurricular activities
- Court ordered community service tasks
- Minor acts of kindness (holding a door, etc.)
- Family celebrations (graduations, weddings, etc.)
- Working for free for a PROFIT organization

GRADE CLASSIFICATION

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

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

Minimum 13 credits earned: Sophomore
Minimum 26 credits earned: Junior
Minimum 36 credits earned: Senior

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

GRADUATION REQUIREMENTS

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

Class of 2026 - 2028:	Credits
4 years of Physical Education	4.0
4 years of English	8.0
3 years of Science	6.0
3 years of Social Studies	6.0
3 years of Math	6.0
1 Semester of Strategies for Academic Success	1.0
Electives	17.0
Total Credits Required	**48.0**

Class of 2029 and beyond:	Credits
4 years of Physical Education	4.0
4 years of English	8.0
3 years of Science	6.0
3 years of Social Studies	6.0
3 years of Math	6.0
Electives	18.0
Total Credits Required	**48.0**

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

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

EARLY GRADUATION

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

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

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

COMMENCEMENT

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

STUDENT LEADERSHIP – CADET COUNCIL

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

STUDENT ORGANIZATIONS

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

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

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

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

PUBLICATIONS

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

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

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

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

FREEDOM OF EXPRESSION

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

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

OBJECTION TO INSTRUCTIONAL MATERIALS

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

TESTING

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

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

VISITORS

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

VOLUNTEERS

Parents are welcome to volunteer at school. There are many tasks, which volunteers can help with. In school volunteers must complete a criminal background check. This can be completed through the district office. This may take a minimum of 2 weeks to process. Volunteers must complete the background check every three years.

LOST AND FOUND
All lost articles found should be taken to the principal's office, and if you have lost something, you may inquire there to see if it has been found. After three months, the district donates items to the County Store.

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

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

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

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

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

- School officials, teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evalu-ating Federal education programs.
- Officials connected with a student's educational financial aid applications.
- Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accreditation purposes.
- Parents and legal guardians of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

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

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

RELEASE OF STUDENT PHOTOGRAPHS

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

NON-CUSTODIAL PARENTS

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

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed provider and provide proof of such an examination to the principal. This certificate of health will be kept on file at Crestwood High School. Students enrolling for the first time in the district shall also submit a certificate of immunization completion in accordance with Iowa law.

Immunization Law - IOWA CODE

This law requires that all students of school age have certain required immunizations in order to be allowed admittance into school. To be permitted attendance in school, one of four possible certificates must be presented to school officials: 1) Validated Certificate (all immunizations up-to-date), 2) Provisional Certificate, 3) Medical Exemption Certificate, or 4) Religious Exemption Certificate.

Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

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

MEDICATION POLICY

Prescription drugs may be administered to students with parental permission and written instructions from a physician, dentist or other health care provider. These meds must be kept in the nurse's office and administered by the nurse or trained staff. They should be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and date of prescription. All medicines should be turned into the health office immediately upon arrival at school. Please inform the school nurse of any medication changes throughout the school year.

Over-the-counter drugs may also be administered to students with written parental consent. Medications can be brought to the nurse's office and administered there during school hours, or high school students who would like to carry a small supply of as needed over-the-counter meds will need to check in with a nurse and have a parental permission slip signed before carrying their own meds at school. All medicines must be in an original container labeled with the student's name.

Emergency medications also need to be reported to the nurse's office each year. New paperwork has to be filled out each school year if a student is going to carry any prescription meds (examples: Epi pens, rescue inhalers).

Nurses and school staff will not dispense improperly or unlabeled medication. Any such meds will be returned with your child at the end of the day. If medicine is to be given at school for more than one day, you may request a second container from your pharmacy. Then medications can be kept at school until done rather than send the medication back and forth each day.

Whenever medications can be given at home, we encourage parents to give students their meds at home. For example, if medication is to be administered three times a day, we encourage parents to try to schedule meds at home before school, immediately after school, and at bedtime.

CONCUSSION POLICY AND PROTOCOL

The Howard Winneshiek Community School District will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.13C regarding brain injury policies. If a Howard Winneshiek Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in a school activity (recess, in the classroom, during a competition or practice), the student shall be immediately removed from participation. If injury occurs during the school day, the student should be sent to the nurse's office, where the school nurse or other designee will assess the student for brain injury symptoms and notify parents/guardians. If an injury happens during a practice or game, the coach is responsible for notifying parents immediately, and notifying the athletic director and school nurse in a timely manner. A student who has been removed from participation shall not return to such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of

concussions and other brain injuries. A student must then receive a written clearance to return to participation from a licensed health care provider who is trained in the evaluation and management of concussions and other brain injuries.

A school activity includes any physical education or Strength and Conditioning, recess, extracurricular interscholastic activity contest or practice, including sports, dance, or cheerleading.

A licensed health care provider includes: a physician, physician's assistant, advanced registered nurse practitioner, chiropractor, physical therapist, nurse or licensed athletic trainer.

Preseason baseline neurocognitive testing (Sway Impact Testing) will be done for all 7-12 athletes and may be repeated at the discretion of the athletic director, coaches, school nurse and administrative staff. This can and will be used during the school year to help identify the effects of an injury and the student/ player's readiness to return to school and/or activities.

A Concussion Management Team will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities. (See end of policy)

Brain Injury Protocol during School Hours

1. A student will be sent to the school nurse for assessment after any bump, blow or jolt to the head which occurs during the school day.
2. The school nurse will observe the student for signs and symptoms of a concussion.
3. Classroom teacher will be notified and will consult with the school nurse if any signs or symptoms of concern are identified during class. Student's parent(s) or legal guardian will be notified of the injury and observations by the school nurse, or other designee during the school day, or by a coach if it occurs before or after school during an extracurricular.
4. If signs or symptoms of concussion are not present, student may remain in school but should not participate in any sports or recreational activities on the day of the injury.
5. Student will return to school nurse immediately if symptoms of concussion occur at any time after the injury.

Brain Injury Protocol outside of School Hours

1. The student will be removed from activity immediately.
2. Assess and monitor for signs and symptoms of concussion.
3. Coach or sponsor must notify a parent/ guardian of the head injury right away, before the student leaves practice or event.
4. Regardless of whether or not a concussion has been diagnosed, a student athlete should never return to sports or activities on the same day a head injury occurred.
5. Coach or sponsor will notify the school nurse and athletic director if any student experiences a head injury during a practice or competition.

Return to Learn

Returning to school should be formed by the Concussion Management Team and determined based on each individual student's symptoms. A Return to Learn plan will be developed that may include adjustments such as no school or shortened school days, decreased assignments, and allotted rest periods. If symptoms reoccur after returning to school, brain activity should be decreased (rest time, school day lessened, etc.) Most students will improve within 3 weeks of head injury/ concussion; if not, a 504 plan should be considered. Students should be performing at their academic baseline (symptom-free) before returning to athletics. If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse and/or other healthcare
Professional.

Return to Play

1. A student athlete should never return to play (competition or practice) on the same day of a diagnosed or suspected concussion.
2. A licensed healthcare provider (defined above) should evaluate the student on the same day the injury occurs.
3. A post injury Sway Impact test should be completed by the student athlete.
4. A student may return to activity once they: are asymptomatic for concussion at rest, asymptomatic for concussion with exertion (physical and mental), and must have written clearance from a licensed healthcare provider. Clearance by a licensed medical professional is required by Iowa Code.
5. Once all criteria above are met, the student should gradually progress back to full activity following the step by step process outlined below, unless otherwise defined by provider:

    Step 1: Complete physical and cognitive rest

    -No exertional activity until asymptomatic

    -Stay home from school or limit school hours as needed

Step 2: Return to school full time
Step 3: Low impact, light aerobic exercise
-This step should not begin until student is no longer having any concussion related symptoms and has been cleared by the treating licensed healthcare provider.
-Student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate
-No weight or resistance training permitted at this time.
Step 4: Basic exercise, such as running in gym or on field
-No helmet/ equipment
Step 5: Non-contact, sport-specific training drills; includes dribbling, ball handling, batting, fielding, running drills, etc.
-Weight training can begin
Step 6: Following medical clearance, full contact practice or training permitted
Step 7: Normal activity or competition in a contest is permitted

Gradual return to play may progress by more than one step per day. If concussion symptoms increase during activity, you need to move back steps until you can participate in a step with manageable symptoms.

Prior to returning to full practice, a post injury ImPACT test must be completed by the student athlete and must have comparable results to their baseline exam. This will be at the discretion of either the school nurse, or the athletic trainer.

Concussion Management Team
A Concussion Management Team will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion after the injury and once they have returned to learn and to play. A Concussion Management Team will consist of: school nurse, academic and PE teachers, activity director, coaches and medical staff, as appropriate. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities. Administration/Principal may be included in the team or consulted as needed. Return to learn plans must be based on the CDC guidance. The members of the Concussion Management Team will meet weekly for symptom monitoring, ability to complete classroom adjustments, readiness to decrease classroom adjustments followed by readiness for gradual return to play. If symptoms are observed between meetings, staff must report symptoms to the nurse.

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

ILLNESS AND INJURY
In case of illness or injury of a student at school, the parent will be notified as soon as possible. Emergency or minor first aid will be administered. No student, sick or injured, will be sent home unless a parent or guardian is notified. If parents or their emergency telephone number cannot be reached and medical care is urgent, the school will assume responsibility for safe transportation to the doctor's office or the hospital. Every year during registration, parents are asked to complete emergency medical information to be used in the case of an illness or injury. **A nurse's recommendation is required if a student is ill.**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and as long as their presence does not create a substantial risk that others will catch the disease. When the school nurse and administration decides that a student's condition poses a risk to other students, the student will be excused from school. No student will be excused to leave due to illness without first consulting with the school nurse. In order to prevent the spread of communicable diseases, parents should use their good judgment in deciding to keep students home from school.

If a student is home with an illness or injury for three consecutive days or more, a doctor's note is to be turned into the office upon the student's return to school.

If a student needs to be excused or have accommodation for PE class due to an illness or injury, a school nurse can grant an excuse for one class period. After one PE class excuse, a doctor's note is required for a continued PE waiver.

INSURANCE
Howard-Winneshiek Community School District does not require students participating in intramural or extracurricular athletics to have health and ac-cident insurance. Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report with the principal's office or building secretary-aide.

LIBRARY
The aim of the school library is to provide resources for students and teachers and to create an environment that will encourage independent study, collaborative group work, and a space to read for personal enjoyment. Students may go to the library from study halls after attendance is taken or from classrooms with a proper pass from the instructor. The expectation is that students will be respectful of all furniture and materials in the library and will return books, newspapers, and magazines. Students who disrupt the library atmosphere will be removed.

Students are asked, upon leaving the library, to check all materials in their possession at the circulation desk. Hours of the Library are 8:00 a.m. to 3:30 p.m.

The following will apply for the length of circulation of library materials and late or lost items:

- Library Books – checked out for 2 weeks; may be renewed
- Magazines - remain in the library until the next issue arrives and then may be checked out for 1 week out for 1 week
- Overdue Material Fines:
    - o Library Books $.05 per day with a maximum of $2.00 per book
    - o Lost books need to be paid for at replacement cost

Books and magazines may be renewed after the due date by presenting the book or magazine at the circulation desk for renewal. New magazines are found in the magazine rack. Please return all materials to proper places before leaving the library.

A computer with printing accessibility will be available in the library for student use.

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

BACKPACKS AND BAGS
Students are not allowed to carry backpacks, briefcases, or other large bags to classes and into classrooms. This includes purses if they are used to carry books or create obstacles in the classroom. They can be used moving in and out of the building. The school issued laptop computer bag is allowed as long as books or any other items are not being carried in the bag. Backpacks, bags and purses fall under the search and seizure rules defined elsewhere in the handbook.

NICC TEXTBOOK POLICY
Starting August 2024, the Howard-Winneshiek Community School District (HWCSD) will purchase the college textbooks for students enrolling in college courses (concurrent, PICC, or PSEO). These textbooks are property of the HWCSD, and must be returned upon completion of the course. If the textbook is NOT returned, the student is responsible for the replacement fee of that specific textbook.

A student can purchase a college textbook on their own, if the student wishes to keep the textbook.

If your college courses offer an online version (OER) of the textbook, HWCSD will NOT be ordering a hard copy of this textbook. If a student wishes to have a hard copy, the student must pay for this on their own.

Process for obtaining your NICC course textbook –

1) Ms. Becker will be ordering all textbooks in early August
2) Students may begin to pick up textbooks in the principal's office no earlier than August 20th, 2024
3) If students make a schedule change to add college courses, the student MUST contact Ms. Becker immediately in order for the new course textbook to be ordered promptly.

Discipline Matrix

Discipline Matrix

*The Discipline grid serves as a basis and guideline of consequences that may be given. All Factors will be taken into account when administering consequences.

	1st Offense	2nd Offense	3rd Offense	4th Offense
Behavior that results in a disciplinary referral to office (disruptive, insubordinate, etc)	30 minute detention	1 Hour Detention, Parent Meeting	1 Day ISS	Removal From Class
Truancy, not signing out, skipping/leaving class, leaving school during lunch without permission	Zeros for all missed class work	Zeros for all missed class work	Zeros for all missed class work	Zeros for all missed class work
Disrespect of Staff	2 Days ISS	3 Days ISS	4 Days ISS	Refer to Superintendent
Plagiarism; unauthorized AI usage	1 day ISS and parent meeting, zero on work submitted	2 day ISS and parent meeting, zero on work submitted	Withdrawn from class - fail class	Refer to Superintendent, Possible Expulsion
Fighting (Handbook: where only minor scrapes or abrasions occur, OR where serious injuries occur that require medical attention)	4 Days OSS, Police Notified	5 Days OSS, Police Notified	OSS till next school board meeting, Possible Expulsion, Police Notified	OSS till next school board meeting, Possible Expulsion, Police Notified
Possession of tobacco, alcohol, or vape/uli	2 Days ISS, Police Notified	5 Days ISS, Police Notified	8 Days OSS w/counseling, Police Notified	Refer to Superintendent
Use of tobacco or vape/Juul	3 Days ISS, Police Notified	6 Days ISS, Police Notified	10 Days OSS w/counseling, Police Notified	Refer to Superintendent
Use of Alcohol or Drugs or under the influence of Alcohol or Drugs	7 Days ISS, Police Notified	OSS till next school board meeting, Possible Expulsion, Police Notified	OSS till next school board meeting, Possible Expulsion, Police Notified	OSS till next school board meeting, Possible Expulsion, Police Notified
Possession of Weapons of Illegal Drugs	OSS until next board meeting, Possible Expulsion, Police Notified	OSS until next board meeting, Possible Expulsion, Police Notified	OSS until next board meeting, Possible Expulsion, Police Notified	OSS until next board meeting, Possible Expulsion, Police Notified
Vandalism or Theft	3 Days ISS, Repair/Replace	3 Days ISS, Repair/Replace	Refer to Superintendent	Refer to Superintendent
Assault/Act of Violence	4 Days OSS	6 Days OSS	Refer to Superintendent	Refer to Superintendent
Assault towards Staff Members	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent
Bullying, Harassment, or Threats Towards Students	3 Days ISS	4 Days ISS	5 Days ISS	Refer to Superintendent
Threats Towards Faculty or Staff	4 Days OSS	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent
Non-permitted Use of Electronic Device	Confiscate Till End of Day	Confiscate/Parent Pick Up at End of Day; phone turned in next 5 days to office	Confiscate/Parent Pick Up at End of Day; phone turned in next 10 days to office; insubordination	Confiscate/Parent Pick Up at End of Day; Parental meeting with Principal; phone may be turned in rest of year to office; may result in suspension
4 or More Unexcused Tardies in a Quarter	5 days will be assigned at a separate table during lunch period for each unexcused tardy over 4; it will be documented as a Major Office Referral			
Use of Camera/Camera Phone in Inappropriate locations or for Inappropriate Pictures	OSS till next school board meeting, Possible Expulsion, Police Notified	OSS till next school board meeting, Possible	OSS till next school board meeting, Possible	OSS till next school board meeting, Possible
Violation of the Acceptable Use Policy	As determined by the Acceptable Use Policy	As determined by the Acceptable Use Policy	As determined by the Acceptable Use Policy	As determined by the Acceptable Use Policy

*Students serving ISS will be allowed to practice but not participate in school activities. *Students may not attend or participate in school activities while under OSS suspension or having been expelled.