2026 - 2027

Student and Parent Handbook

Crestwood Middle School

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Cresco, IA 52136
563-547-2340
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.

Dear Parents/Guardians:
Your schools exist because of and for your children. You, as a parent, have a major interest in the kinds of experiences the school provides. In order to help your child grow academically, socially, and emotionally into a productive adult, it will take cooperation between you and the school.

It is important to your child's success that you are involved with what is happening at school. We strongly urge you to attend parent-teacher conferences, special school programs, visit school, and converse with your child about the daily routine at school.

This handbook has been prepared to help explain and clarify the procedures and policies in the middle school. We hope that it will be helpful to students, parents, and staff, and that it will allow us to work closely as we guide our students through their 6th, 7th, & 8th grade years. If you have questions, you may call the school building offices at any time.

Dear Student:
On behalf of all staff, welcome to middle school. We are here to provide assistance to you, so please feel free to ask questions or request help at any time. Every school must have policies, rules, and expectations in order for all students to function in an organized manner. Please read this handbook with your parents and become familiar with the written policies and procedures for your school. The key to achievement and success in school will be your desire to learn. Best wishes to each of you for an exciting and rewarding school year.

Sincerely,

Mr. Tyler Wedemeier, Middle School Principal

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ATTENDANCE - GUIDELINES AND PROCEDURES *(HWCSD Board Policy No. 501.09)*
"A school district's primary obligation is the education of its students."

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons; requires doctor's excusal
- have an individualized education program than affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.
- If the child is traveling to attend a funeral; or
- The child is traveling to attend a wedding.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study hall, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

This is a mandatory policy.

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism: 10% of Grading Period

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian by mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students who are absent without a reasonable excuse, as determined by the principal, may be assigned to Study Group. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation.

A student who is unexcused for one or more classes, for less than a whole school day or a whole day, may be assigned to Study Group for the next days determined by the principal during the class period(s) missed. Parents are expected to telephone the school office to report a student's absence per the individual building student handbook on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for

make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

% Absent	District Action
8% of semester instructional days	Parents will be notified by letter and/or email once their child has missed 8% of school. **Further documentation of absences may be required. Ex. Doctors Note.**
10% of semester instructional days	Second Parent letter with updated attendance information. The county attorney will be notified that the student has reached a 10% absent rate.
15 % of semester instructional days	Administration will contact the parents with a letter and meeting request notice. They will also notify the county attorney's office that the student is not in compliance with compulsory education statute Iowa Code 501.9 **Students will be placed on an attendance contract.**
18% of semester instructional days	Information will be forwarded to the county attorney's office and a letter will be sent to the parent/guardian. A second meeting will be held with parents, administrators, and counselors to set clear expectations and consequences for further absences
20% of semester instructional days	The student will be considered truant. Parents and students could be held legally responsible per Iowa code 501.9.

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

Iowa Attendance Law - Consequences for Truancy: *(Iowa Code 299.6)*
"If a parent/guardian/custodian, is referred for prosecution and is found guilty for violating a provision of the code, the agreement, or for refusing to participate in mediation the consequences are: **1st Offense:** simple misdemeanor is punishable by:
a. Imprisonment not exceeding TEN DAYS
b. A Fine, not exceeding $100
c. Community Service - 40 hours

Tardy Policy
It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Tardies will 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 after the second bell. If they have a legitimate pass from another staff member they are not considered tardy. If a student arrives more than fifteen (15) minutes after class, they will be marked absent. Tardy students must attend the remainder of the period to which they are tardy. The first unexcused tardiness to a class/study hall will be documented without a detention being issued.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.

ACADEMIC ELIGIBILITY POLICY (7th & 8th Grade Activities):

If at any Crestwood Middle School grading checkpoint, a student is not making progress in any class for which credit is awarded, the student will be placed on a "watch list" and have one week to improve their grade. The student will remain eligible for that week. If at the end of the one week grace period, the student still has a proficiency rating of 1, he/she will become ineligible to dress for and compete in any interscholastic athletic, speech, or music contest or competition until he/she has a proficiency rating of 2 or higher.

The period of ineligibility will begin with the first school day following the one week grace period. If at the end of the one week grace period the student's grade is at or above a proficient rating of 2 for that class then the student will be removed from the "watch list".

A new grade check will occur every 4 weeks. The first week will be the grace period. The weeks following will require Study Group

Study Group is on Wednesdays from 3:20-5:00pm for all 5th-8th grade students to receive assistance with work completion, etc. 7th and 8th grade students on the "watch list" are encouraged to attend. Students who are ineligible must attend at least once per week unless other arrangements have been made between the teacher, student, and parent/guardian.

ACADEMIC HONESTY: *(HWCSD Board Policy No. 605.08)*

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. At no time are students to copy the schoolwork of other students, UNLESS given permission to do so by the classroom teacher. It is not acceptable student behavior to turn in a classmate's schoolwork as if it were his/her own. Consequences will be reflected in the Discipline Matrix.

ACTIVITY PROGRAMS FOR MIDDLE SCHOOL (7th/8th) *(HWCSD Board Policy No. 504.2; 504.8)*

The extra-curricular activities (football, basketball, track, cross-country, wrestling, volleyball, baseball, softball and cheerleading) are those that are non-graded and are voluntary. The coach or supervisor of each activity will publish schedules, duties, procedures, standards, etc. Eligibility to participate in these activities is based upon behavior, academic performance, compliance with school rules and compliance with the district's Good Conduct Policy.

Co-curricular activities are graded and require some participation outside the school day (band, chorus). These activities include participation in regular meetings during the school day plus REQUIRED attendance at concerts, contests and summer band lessons. Special activities are non-graded, voluntary, and occur both within and outside of the school day (student leadership group).

Participation in the school activity program is a privilege, which carries certain responsibilities and obligations. Students who fail to fulfill these responsibilities or obligations may be dismissed from the activity. All students who participate in the activity program are under the guidelines established by the Board of Education in the school's Good Conduct Policy.

All 7/8 PRACTICES WILL BEGIN AT 3:25 AND END BY 5:30 P.M. There will not be any practices on days with early dismissals or when school is not in session without approval from administration.

ACTIVITY TICKETS

All students have the opportunity to purchase activity tickets for high school athletic events. The tickets may be purchased before the start of the school year when fees are paid or at any time during the year from the building secretary.

ASSAULT

Students who fail to abide by the student conduct policy and the administrative regulations supporting it may be disciplined. Disciplinary measures may include, but not limited to, removal from the classroom, detention, suspension, probation and / or expulsion. A student who commits an assault as defined in Iowa Code under section 708.1 against a school employee in a school building, on school grounds, or at a school sponsored function shall be suspended for a time to be determined by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. An act which is intended to place another in fear of immediate physical contact which is painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally point any firearm toward another or display in a threatening manner any dangerous weapon toward another.

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.

BICYCLES (Scooters, Mopeds)
Bicycles may be ridden to school in the fall and spring. It is the parents' responsibility to make sure their children understand and obey the traffic safety rules. Bikes are to be walked on and off the school grounds and parked in or near the bike stands. Riding of bikes during play periods is not permitted.

BREAKFAST PROGRAM
A breakfast program is available for all interested students before the start of each day. Families whose income qualifies them for free or reduced lunches, also qualifies them for the breakfast program.

CARE OF SCHOOL PROPERTY
It is the responsibility of all students and staff members to see that the school facilities and instructional materials are cared for properly. Anyone who defaces or deliberately destroys school property will be required to pay for the damage and may be subject to further disciplinary action.

CELL PHONE / ELECTRONIC DEVICES *(HWCSD Board Policy No. 509)*

NO CELL - FIRST BELL TO LAST BELL

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

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

Cellphones are to be kept on silent and unseen for the duration of the school day. Teachers may request students to leave their cell phones in their lockers or in a specific location in the classroom upon entering. Cell phone use is prohibited in restrooms or locker rooms.

It is recognized that cell phones and other electronic devices can 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. Instructors may approve use of handheld technology for educational purposes in the classroom.
The phone in the K-8 office is available to contact parents, if students need to do so. If a parent wishes to have their student use a cell phone to contact them during the school day, this needs to be done in the school office with permission from the principal, a teacher, or coach.

Violations of this policy will result in:
● **First offense** – Confiscation of the cell phone or other device and kept with the teacher with write up.
● **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. The student will be able to pick it up at the end of the 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. **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.
● **Fourth 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.

CHAPTER 103 – CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION *(HWCSD Board Policy No. 503)*

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

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

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

CHILD ABUSE LAW

All school personnel are **MANDATORY REPORTERS** of **ANY** and **ALL** cases of **SUSPECTED c**hild abuse. The following people have been selected to respond to any allegations of student abuse by employees. Location of any sex offenders can be found at www.iowasexoffenders.com. If you suspect abuse, do not hesitate to contact one of the following investigators:

Crestwood Middle School
(563) 547-2340
Level One: School Nursing Staff
Alternate: Building Principal and Director of Special Education
Level Two: Abuse Investigator is the Howard County Sheriff

COMMUNICATIONS TO PARENTS - MONTHLY CALENDAR AND SPECIAL BULLETINS

A monthly calendar of events, lunch menus and newsletters is posted on the web site at http://www.howardwinn.k12.ia.us. Announcements are given each Tuesday during Taco'bout it Tuesday. Students are expected to be responsible for their activity dependent early dismissal schedules. Parents receive monthly newsletters from Mr. Wedemeier with important events coming up in the month ahead.

CONFERENCES

Parent-Teacher Conferences are held in the fall and winter. A schedule is planned so that you, your child, and their teacher may have a formal meeting about the progress your child is making. The home and the school look at the child from different perspectives. Teachers need to know what parents are thinking and feeling about their child's school life, just as much as parents need to know what teachers are thinking about their children. Conferences promote a richer understanding of what the school is trying to do for the child. It is of utmost importance that a parent-teacher partnership be established with the sole aim of helping your child get the best education possible.

DISCIPLINE OF STUDENTS - MAINTENANCE OF ORDERLY CONDUCT

The educational process is enhanced only when there is maintenance of orderly student conduct. Students shall be expected to follow all rules and regulations designed for orderly conduct. All employees shall enforce these rules and regulations.

Students will be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern student actions.

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. **The district is within their right to discipline students for actions outside the school day or premises when said actions affect the learning environment within the school.**

Discipline Matrix:

The discipline matrix serves as a basis and guideline of consequences that may be given to students as a consequence of inappropriate behavior. All factors will be taken into consideration when determining consequences. A description of infractions can be found HERE. This is not meant to be an exhaustive list as situational circumstances will be taken into consideration. A brief description of the three types of infractions can be found below.

Crestwood Middle School Behavior Matrix

Teachable Moment	Minor	Major
Behaviors are brief in duration & don't interfere with instruction or learning. Typically self-correcting, but if left unattended, likely to persist *Team/Student Support Contact (if necessary)* **Level 1: Redirect behavior w/ Expectation** **Level 2: Reflection Form**	Behaviors cause a disruption to self and/or others' learning/safety *Parent contact from teacher* **Level 1 = Removal to hallway w/ Reflection Form** **Level 2 = Teacher Faciliated Detention/Consequence** **Level 3 = Office Referral**	Behaviors present a threat to the structure and learning environment. Student is out of instructional control and unable to respond to adult direction or teaching *Parent contact from administrator* **Level 1 = Office Referral** **Level 2 = ISS/OSS Suspension**

Due Process

Every student has the right to due process based on the constitution of the United States when accused of some violation of school rules of conduct or behavior. Due process is afforded to guarantee that the accused student has a chance to present a defense, to explain the circumstances of the alleged improper actions, or attempt to prove innocence.

Out of School Suspension *(HWCSD Board Policy No. 503.2*

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, multiple suspensions totaling 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.

Search & Seizure *(HWCSD Board Policy No. 502.1)*

School authorities may, without a search warrant, search a student, and/or personal effects, student lockers, desks or work areas, or student automobiles based on a reasonable suspicion under the circumstances and 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 nonprescription 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. The Howard-Winneshiek School campuses are drug free zones. The Howard-Winneshiek School District participates in a preventative program and partnership with the Howard County Sheriff's Office aimed at keeping illegal drugs off our campuses by employing drug-sniffing dogs in the high school parking lots, locker rooms, and student locker areas. Periodic, random inspections may occur throughout the school year. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observation by employees
- information received from reliable sources
- suspicious behavior by the student and/or
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or instructiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of a scope or instructiveness may be determined based on factors such as the following:

- age of the student
- the sex of the student
- the nature of the infraction
- the emergency requiring the search without delay.

Stealing:

At **no time** is it acceptable behavior for a middle school student to take and/or keep the property of others without their knowledge/permission. Stealing is a violation of school rules and the law. Students caught stealing will be subject to disciplinary action.

Swearing/Inappropriate Language

Swearing and/or inappropriate language WILL NOT be tolerated in the school setting at any time. Students are expected to follow standards conducive to a learning situation at all times. If a student uses this type of language he/she will be confronted and be informed that the inappropriate language must cease. If the student continues to use inappropriate language, appropriate disciplinary action will be taken, and a conference may be held with the parents.

DISTRICT MULTICULTURAL/NON-SEXIST POLICY

It is the policy of the Howard-Winneshiek Community School that there will be no discrimination on the basis of race, national origin, creed, age, sex, marital status or disability in its educational programs, activities or employment policies. It is also the policy of this district that instructional materials used reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men. Curriculum and teaching strategies will strive to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. 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

DRESS CODE FOR MIDDLE SCHOOL *(HWCSD Board Policy No. 502.1)*

The staff at Crestwood Middle School will interpret the dress code in the best interest of the entire student body. Students will be required to change if dressed inappropriately. Good judgment on the part of the students and parents should be the primary guide for proper dress at school. The administration reserves the right to make decisions on what is proper and what is not. Faculty members are permitted to specify a dress code for field trips or school activities outside of school. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any clothing that is deemed distracting to the learning environment is prohibited. The following items of clothing are considered inappropriate:

- Clothing/accessories with inappropriate expressions, including drugs, tobacco, and alcohol related products
- Sleeveless shirts exposing the side of the body. Tube tops, halter-tops and backless tops are not permitted. Midsections are to be covered
- Undergarments (bra straps, underwear) are to be covered. Low-cut or ripped jeans that reveal student's undergarments/backside are not permitted.
- Shoes or sandals must be worn at all times
- Headgear such as hats/caps/bandanas/hoodies/stocking caps will not be worn in the building during the school day. Hats and caps must be removed as students enter the building and may be worn as they exit the building.
- Headphones or earbuds are to be kept in the student's computer bag when not in use and used only with permission from the teacher.
- Any accessories deemed unsafe (chains, jewelry) are not permitted.
- Sunglasses cannot be worn in school unless prescribed by a doctor.

DRILLS (FIRE, TORNADO AND LOCKDOWN)

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.

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 Howard Winneshiek CSD, 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.

EQUAL EDUCATION OPPORTUNITY (STUDENTS) *(HWCSD Board Policy No. 104; 500)*

It is the goal of the board to develop a healthy social,intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex,marital status, national origin, creed, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - STATEMENT *(HWCSD Board Policy No. 401.2)*

Notice of Nondiscrimination

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

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov).

FIELD TRIPS

Field trips to places relevant to units of study in our curriculum will be scheduled from time to time throughout the year. The building principal must approve these trips. Teachers may ask a few parents to accompany the class to act as chaperones. Each student must have a permission form completed and signed by his/her parents before participating in these trips. Students will conduct themselves on these trips in the same manner as in the classroom. Field trip 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

GIFTED PROGRAM

The district offers a program for qualified gifted students. This program was approved by the state so that students who are selected to participate must meet state-established criteria. The district has a teacher who teaches qualified gifted students in a variety of ways. Keystone Area Education Agency also provides assistance and consultant services to classroom teachers who have gifted students in their room. Further information can be found on the District Website.

GOOD CONDUCT RULE FOR MIDDLE SCHOOL *(HWCSD Board Policy No. 503.4)*

Participation in school activities is a privilege. Those students who wish to have the privilege of participating must conduct themselves in accordance with board policy regarding student conduct. Students who fail to abide by the Good Conduct Policy will be subject to disciplinary measures. The principal shall keep records of violations of the Good Conduct Policy. Students and parents/guardians should familiarize themselves with this policy prior to the beginning of each school year. All students who wish to participate must also submit a physical examination form prior to participating.

GUIDANCE SERVICES;

Guidance services are available for all students. These services include career and vocational information, academic counseling, assistance with personal problems, and any other school related concerns. Students who wish to see the guidance counselor may make an appointment at the guidance office. Parents/guardians may call for appointments with the guidance counselor as well.

Counselor: Mrs. Marnie Carlson mcarlson@howard-winn.k12.ia.us

HARASSMENT (Bullying) *(HWCSD Board Policy Code No. 107.R1)*

Harassment of employees and students will not be tolerated in the Howard-Winneshiek School District. Harassment includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status, and sexual harassment. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, and requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. Upon receiving a complaint from a student, the building principal shall direct the student to follow these procedures: (If in the opinion of the building principal the complaint is of such a serious nature, these steps may be eliminated and the principal may proceed directly to an investigation.)

Step 1: Communicate to the harasser that you expect the behavior to stop, either verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, complete a *Harassment Complaint Form* with the assistance of the building principal.

The investigator shall reasonably and promptly begin the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall take such final action as deemed appropriate. Action taken could include a recommendation for discharge or expulsion or disciplinary action within the legal authority of the building administrator.

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 including:

- 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
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.
The investigator will outline the findings of the investigation and the action taken and will report those proceedings to the superintendent.

POINTS TO REMEMBER IN THE INVESTIGATION

- ➔ Evidence uncovered in the investigation is confidential
- ➔ Complaints must be taken seriously and investigated
- ➔ No retaliation will be taken against individuals involved in the investigation process
- ➔ Retaliators will be disciplined up to and including discharge or expulsion

Conflicts
If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.
If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

Appeal
The complainant or the harasser may appeal the decision made by the building administrator to the superintendent. In the case of an appeal of the superintendent's decision, the complainant or the harasser may appeal to the board of education.

Expulsion
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.

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

HEALTH OFFICE INFORMATION
Illness and Injury:
If a student becomes ill or is injured at school, they must come to the nurse. A parent/guardian must be contacted before students can leave the building. **It is important to keep phone numbers updated so you may be reached in the event of an emergency.** In the event of an emergency and parents are unable to be contacted, 911 will be called to transport students.
To protect your student and prevent the spread of disease, please keep your student home when any of the following conditions are present:

- ➔ Temperature of 100 degrees or greater
- ➔ Vomiting
- ➔ Diarrhea
- ➔ Severe sore throat or pain with swallowing
- ➔ Severe headache
- ➔ Severe cough
- ➔ Undiagnosed rash or skin lesions or sores that are weeping or draining

➔ Any suspected or doctor-diagnosed contagious disease

Students may return to school when they have been free from fever (without medication), vomiting, or diarrhea for 24 hours and other symptoms are improving. 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 an 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.

Immunization Law - IOWA CODE

This law requires that all children of school age have the required immunizations in order to start school on time. Completed immunization certificates may be turned into the nurse or office. If unable to complete immunizations prior to start date, a signed provisional certificate may be turned it. For students that are unable to complete immunization schedule due to adverse reactions, a medical exemption certificate signed by a provider needs to be submitted. A religious exemption may also be turned in for those who oppose immunizations based on religious beliefs.

Health Certificates

Any student enrolling in the district for the first time must provide proof of a physical examination completed by a licensed professional. 7th and 8th grade students who wish to participate in athletics must have a sports physical completed and turned in before athletes are permitted to practice or play. Physical exam forms are available from the school website, the school nurse, or athletic coaches. These documents will be kept on file in the Crestwood Middle School health office.

Medication Policy- ALL MEDICATIONS MUST BE KEPT IN THE CMS HEALTH OFFICE

Over the counter (OTC) medication may be administered to students with written parental consent. Medicine must be in an original container labeled with the student's name, name of medicine, time of administration and dosage, and turned into the health office immediately upon arrival at school. A note from the parent or guardian MUST accompany this medication. The note shall request that authorized school personnel may administer medication in accordance with the prescription or parent request. If the OTC medication is needed for more than 10 days, a medication administration form will need to be filled out with physician and parent signature. Prescription drugs may also be administered to students with written instructions from a physician, dentist or other health care provider. Medication should be sent in the original bottle that includes 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. Only FDA approved prescription and OTC medications may be administered by school staff. OTC medications will be given per package label dosing instructions, unless otherwise prescribed by a
physician.

Nurses and school staff will not dispense improper or unlabeled medication. Parents may pick these up or have them sent home with their student at the end of the day. If the medication needs to be taken both at home and at school, please ask the pharmacy for an additional labeled bottle to be kept at school. 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.

Food Allergies

The Crestwood K-8 building is PEANUT & NUT AWARE due to anaphylactic allergies in some students. Please do not bring any products to school containing peanut butter or peanuts. (NOTE: Sunbutter is made with sunflower seeds instead of peanuts and is nut free. This is an acceptable alternative to peanut butter, but please send a note letting staff know you are using this substitute so they don't confuse the two.)

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 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 a head injury occurs during the school day, the student should be sent to the nurse's office for assessment of brain injury symptoms and to notify parents/guardians. If a head injury happens during a practice or game, the coach is responsible for notifying parents, the athletic director and the 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.
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.

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 injury occurs before or after school during an extracurricular activity.
4. If signs or symptoms of concussion are not present, the 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 will not be permitted to 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
A return to learn plan should be formed by the Concussion Management Team and determined based on each individual student's symptoms. This plan will be developed to include adjustments such as no school or shortened school days, decreased assignments, and allotted rest periods. If symptoms reoccur upon returning to school, accommodations may be adjusted accordingly. Most students will improve within 3 weeks of head injury/ concussion; if not, a 504 plan may 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.

HOMELESS *HWCSD Board Policy No. 501.18)*

A student is considered homeless when he/she:

- Lacks a fixed, regular, and adequate nighttime residence or
- Shares housing (due to loss or hardship) or
- Lives in hotels, motels, campgrounds, emergency or transitional shelters, abandoned in hospitals, or awaiting foster care.

If a student is considered homeless, the student has the right to attend classes and participate fully in school activities. The student is also eligible to receive other necessary services.

If a student fits this description or has questions regarding this program, please see the guidance or principal's office for more information and assistance.

HOMEWORK

An effort is made to allow time for our students to do most of their work at school. Some students who work more slowly or who find it difficult to accomplish much during study time will find it necessary to bring work home to finish assignments. Teachers, from time to time, may assign homework in the form of practice sheets or project work. If students are falling behind, they may be assigned Study Group which occurs on Wednesdays from 3:20-5:00pm. If students do not complete required coursework, they may be required to attend school on an inservice day to complete the work.

Homework Requests

Parents/guardians may request assignments from teachers for the days missed. Requests should be made by 8:30 a.m. on the day that the assignments are to be picked up due to illness or 3 days in advance for extended absences due to travel. This allows teachers time to prepare the work. Materials will be available in the office by 3:30 p.m.

LOCKERS FOR MIDDLE SCHOOL *(HWCSD Board Policy No. 502.7)*

Hall lockers are assigned to each student. These locker assignments may not be changed unless approved by the principal or the guidance counselor. Lockers are to be kept clean and orderly and students are asked not to place any stickers either inside or outside the lockers. **If you wish to place a lock on your hallway locker, you must turn in a key or the combination to the office.** These hallway lockers are a part of the building, and, as such, are subject to search any time there is reason to believe that something of an illegal nature may be located there. If the student is available, he/she may be asked to be present along with a third party of legal age. If the student is not available or refuses to open the locker, a school official and another person of legal age may conduct the search and record the contents. It is not permissible for any student to be in any locker other than his/her own at any time. Students are asked to avoid leaving money or valuables in an unlocked locker. The above regulations apply to gym lockers as well. Students should not keep items of value in an unlocked gym locker. Students are responsible for any damaged or stolen items from an unlocked gym locker.

LUNCH PROGRAM - HOT AND COLD

Our district participates in the National School Lunch Program, which means that in order to receive surplus foods and reimbursement on student meals, the requirements for a complete meal, hot or cold, must be met. We encourage everyone to participate in our lunch program. However, students may bring their own lunches and purchase milk if they wish. Sodas or carbonated beverages should not be sent to school. The lunch period should be a learning experience with teachers and cooks emphasizing the value of a balanced diet. Parents may deposit **any amount** of money in their child's account. Alternative lunch offerings may be implemented if negative balance is not remedied. Free or Reduced Lunch Applications can be completed online (link available on Howard-Winn website under Parents; Quick Links; Free & Reduced Meals) or a paper copy may be submitted to the building or district office. All students eat in the student center whether eating the school's hot lunch or a lunch brought from home.

Parents Eating Lunch at School

Parents are welcome to eat lunch a couple times during the year. Please contact the building secretary in advance.

MONEY AND OTHER VALUABLES

There is no reason for middle school students to bring large sums of money or other valuables to school as theft or loss may occur. If a student is found to have in his/her possession a large sum of money or other valuables, parents will be contacted to come to school to pick up the money or valuables. If these items are lost or stolen, it is the student's responsibility to locate them.

PETS

Permission must be obtained from the teacher and principal before pets are brought to school.

PORNOGRAPHIC MATERIALS

The bringing and disseminating of pornographic materials to school, even through social media is considered a serious matter. These materials will be confiscated, parents will be notified, and the appropriate process will be worked through. **The district is within their right to discipline students for actions outside the school day or premises when said actions affect the learning environment within the school.**

RELEASING OF STUDENTS FROM SCHOOL

Students cannot be released from school to anyone except a parent or legal guardian without written permission. If a child is to leave school in a way other than which he/she is accustomed to, he/she must have written permission. Going home with another student or staying in town are examples of children leaving school other than in the accustomed manner. If your child is ill, notification will come through the nurse's office. Your child will not be excused without notification from the school.

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

SCHEDULES

SCHOOL CLOSING

If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be made on Twitter, Facebook, SchoolMessenger alerts, as well as posted on the school website, http://www.howard-winn.k12.ia.us.

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, often utilizing online platforms (Schoology) for older students and take-home packets for younger students. 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.

SECTION 504

Under Section 504 of the Rehabilitation Act of 1973, Howard-Winn CSD has a duty to find and evaluate students who are suspected of having a disability, which is a physical or mental impairment that substantially limits a major life activity. If a child is suspected of having a disability, he/she may be eligible for a 50 plan. Please contact **Brenda Lentz, 504 Coordinator, at 563-547-2340.**

SPECIAL EDUCATION

This describes the education of students who have intellectual, physical, behavioral or emotional disabilities. Special education involves specially designed instruction tailored to the unique needs of each child. The federal law Individuals with Disabilities Education Act (IDEA) ensures services to children with disabilities. Testing and evaluation data are used to determine whether a child is eligible for the above mentioned program.

STUDENT POSSESSIONS

Items brought from home should be minimal and not cause a distraction to the learning environment. Fidgets or other focus tools must be kept unseen and unheard. Teachers have the right to collect and prohibit such tools from their classroom. Laser pens/pointers are not allowed on school grounds or at school sponsored events.

STUDENT RECORD POLICY *(HWCSD Board Policy No. 506.1)*

Parents of the school district have the right to review student records the schools maintain. Records are maintained in each principal's office of the school your child attends. Any parent wishing to inspect a record shall request permission from the guardian of records (principal) and an effort will be made to comply as soon as possible.

Reporting to Parents:

A progress report is available on PowerSchool at the end of each semester. Parents may wish to discuss their child's report card to develop a better understanding of the reporting system at Parent-Teacher Conferences. Grades are accessible to parents at any time by logging in to the PowerSchool parent portal.

STUDY GROUP

The sole purpose of the study group is to help the student get caught up and earn passing grades in all of their subject areas. If your student is assigned study group, we expect students to attend these study sessions unless we receive notice by phone call or note. Students will be assigned to the study session for consistently not turning in work, for failure to maintain a passing grade, and because they have multiple absences. Study Group occurs on Wednesdays from 3:20pm-5:00pm. It is supervised by a teacher. Students must be picked up by 5:00pm.

TECHNOLOGY USE *(HWCSD Board Policy No. 605.2)*

All technologies provided by the district are intended for educational purposes. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's technology, and internet access. Students' use of the District's technology, and internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The IT staff may close a user account at any time as required. Administrators, faculty, and staff may request the IT staff to deny, revoke or suspend user accounts.Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's technology. The District's IT staff or other appropriate personnel will provide students and staff members with Internet safety instruction. For more information, see the Howard Winneshiek Technology Department webpage on the district website.

TOBACCO, ALCOHOL, & DRUGS *(HWCSD Board Policy No. 502.9)*

The use or possession of tobacco (including e-cigarettes), (smoking or chewing) and the use or possession or being under the influence of alcohol, other controlled substances or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by all students on school property or at any school-related function is strictly forbidden. Violation of this rule will result in disciplinary action that may ultimately lead to expulsion. Such violations may also be reported to law enforcement authorities.

Students possessing any of the previously mentioned items will have them confiscated, parents will be informed, and appropriate disciplinary action will be taken.

TELEPHONE CALLS-INCOMING AND OUTGOING *(HWCSD Board Policy No. 508.3)*

Teachers and students will not be called from class unless emergencies arise. Students must obtain permission from their teacher before using the telephone. The telephone should be used by students only for letting parents know they are staying after school or whatever their teacher deems is important. The best time to contact teachers is immediately before and after school. *Crestwood Middle School: 563-547-2300*

VISITORS *(HWCSD Board Policy No. 904.3)*

The Howard-Winneshiek Schools want parents / guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the office to sign in. A visitor, at the discretion of the principal, may be required to present a photo ID. If you choose to visit your child during class time, the following procedures apply:

- The teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- This policy does not apply to those who, by law, are permitted to visit with children.
- Parents must sign in through the office. No person, other than the student's parent/guardian will be allowed to see the student without the parent / guardian's written permission or the parent / guardian being present.
- Classroom visits or observations are limited to 45 minutes per visit.
- Classroom visits or observations will be permitted as long as their duration and / or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- Younger brothers or sisters are not allowed to visit school unless accompanied by their parents. Children who visit alone with one of our students must be similar in age to the student they are visiting.
- If you plan on eating lunch with your child please notify the office at least 24 hours in advance to allow the cooks to plan food amounts accordingly.
- Remember the first two and the last two weeks are not the best times to visit classes.

VOLUNTEERS

Parents are welcome to volunteer at school. There are many tasks, which volunteers can help with. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us, please talk to your child's teacher about volunteering or call the school office. We welcome your help. 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 reapply every three years.

WEAPONS - DANGEROUS *(HWCSD Board Policy No. 905.3)*

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, lighters, fireworks, explosives or other chemical or simulated weapons.

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, which could include but not be limited to suspension or expulsion from school.