

2017-2018

Cardinal Middle School & High School

Student/Parent Handbook

We are excited to have you as a member of our school district. This handbook will serve as a guide for you as the school year progresses. Please take the time to familiarize yourself with the various activities and policies found within. This handbook outlines our attendance policies, graduation requirements, and many other important guidelines for how our district operates. We look forward to working with this school year and hope that it is filled with success. Go Comets!

VISION STATEMENT: Develop a responsible and productive learning environment to meet tomorrow's challenges today.

MISSION STATEMENT: To foster an enriching environment and channel the energies of students to achieve their fullest potential.

Chain of Command: How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command”, or where to begin the communication sequence regarding their child’s problem. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email (Email format: firstname.lastname@cardinalcomet.com) A phone call would be the next preferable way to communicate.

Elementary Building: (641) 937-5266 Secondary Building: (641) 652-7531

1. On Matters Involving Instruction:
 1. Classroom teacher or Case Manager
 2. Elementary Principal: Heather Buckley
 3. Middle School Principal: Cindy Green
 4. Assistant High School Principal: Landon Miller
 5. High School Principal: Joel Pedersen
 6. Superintendent: Joel Pedersen

2. On Matters Involving Athletics or Extracurricular Activity: (High Schools or Middle Schools)
 1. Club Advisor or Coach / Middle School Athletic Coordinators
 2. Athletic Director: Chris Becker
 3. Middle School Principal: Cindy Green
 4. Assistant High School Principal: Landon Miller
 5. High School Principal: Joel Pedersen
 6. Superintendent: Joel Pedersen

3. On Matters Involving Student Discipline:
 1. Classroom Teacher
 2. Guidance Counselor: Michelle Edwards (MS/HS)
 3. Middle School Principal: Cindy Green
 4. Elementary Principal: Heather Buckley

5. Assistant High School Principal: Landon Miller
6. High School Principal: Joel Pedersen
4. On Elementary School Matters:
 1. Classroom Teacher
 2. Elementary Principal: Heather Buckley
 3. District Superintendent: Joel Pedersen
5. On Matters Involving Facilities or Buildings and Grounds (building maintenance / custodial / grounds maintenance)
 1. Grounds Manager: Les Shepherd
 2. Superintendent: Joel Pedersen
6. On Matters Involving Transportation:
 1. Transportation Director: Tom Lamansky
 2. Principal: Heather Buckley (Elem) Cindy Green (MS Principal) Landon Miller (Asst. HS Principal)
 3. Superintendent: Joel Pedersen
7. To Resolve All Matters only after you have followed the levels outlined above:
 1. Superintendent of Schools Joel Pedersen
 2. Board Secretary Sherry VanBlaricom
8. To Resolve All Matters concerning the breakfast and lunch program:
 1. Food and Nutrition Director: Heather Smith
 2. Superintendent of Schools: Joel Pedersen

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Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is *Joel Pedersen* and can be reached at (641) 652-7531. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the school principal or the Equity Coordinator: *Cindy Green*

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Students are requested to limit their physical romantic contact to holding hands. Greater physical contact in the presence of others is sometimes embarrassing to some people, most always difficult to judge the properness of the contact, and presents a supervision problem with inconsistencies in decisions made. Because of this a holding hands only rule is fair to all students. Staff members will talk to the violators about the problem and if corrections are not made, parents will be contacted to seek their help in solving the problem.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office at 652-7531(MS/HS) or 652-3591 (Elem.) for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

Attendance:

School Day

Students may be present on school grounds before 7:45 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within fifteen minutes of dismissal.

General Attendance Policy

It is the responsibility of the Cardinal Community School District to ensure that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Cardinal Community School District students and their families take responsibility for knowing and following the Attendance Policy.

ALL STUDENTS ABSENT FROM SCHOOL MUST HAVE AN EXCUSE.

Examples:

Medically documented illness (from a doctor or the school nurse) Medical documented appointment (from a physician, dentist, etc.)

Funeral (documented with slip from funeral service)

Court documented appointment (from Juvenile Court, DHS, etc.)

School sponsored activity: A parent or guardian may call their student out of school 6 days per school year for other reasons. (These days are verified, not excused)

Any day beyond 6 per semester, without a documented excuse for the absence, is considered unexcused. Steps will begin towards mediation for excessive absenteeism.

Reviewing the Steps:

6th Non-Excused Absence- Warning letter notifying parent/guardian that their 6 verifiable days have been reached and requesting documentation for any further absences.

9th Non-Excused Absence- Phone contact and possible home visit

12th Non-Excused Absence- Mandatory Attendance Meeting with At-Risk Coordinator and Administrator: parent or guardian will be served notice & County Attorney will be provided a copy of the notice.

Continued Non-Excused Absences- Referred for legal action by the County Attorney.

*High School Absence Policy: Students who acquire a total of 15 absences (unexcused) per semester in any particular course may be subjected to the loss of credit for that course.

Excessive Absenteeism, Appeals Process, & Application of Sanctions

- A. Suspensions from class [either in-school suspensions or out-of-school suspension] will be treated as school- initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed while in suspension. In the event that the work is not completed at the end of the suspension, a time will be designated by the principal to make up the work (guided study, before/after school, Saturday school, additional suspension, etc.).
- B. School work missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
- C. Application of Sanctions
 - 1. Unexcused and excused absences will not be added together to count towards application of sanctions.
 - 2. Excessive unexcused absences will result in the following:
 - a. If a student is absent more than 15 days unexcused from any given class in a semester, the student may not be eligible to receive credit from that class.
 - b. If a student loses credit, that fact is recorded in the student's record as an ("AD") [Administrative drop], or "AW" [administrative withdrawal). Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to [guided study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]. Reasonable excuses include reasons listed under General Attendance Policy.

A student who loses credit due to excessive absences may be assigned to [guided study hall, detention, early bird school,

Saturday school, in-school suspension, alternative school or other appropriate disciplinary sanction] for the period(s) in which the course(s) meet or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

Appeals

First level of appeal

1. When notified that the student has missed 6 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 12 absences and that the student may be dropped from a class, the student and parent may file a written appeal with the building administrator within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the building administrator.
3. Written appeals will be referred to the building administrator
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 10 school days after the appeal is filed. The SAT will consider the following in reaching a decision:
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;
 - c. extenuating circumstances particular to the student;
 - d. educational alternatives to removal from class or school; or the total educational program for the individual student.
 1. The decision of the SAT will be reached within one day of the hearing. The parent will be notified of the decision in writing.

Second Level of Appeal

Students and parents seeking a review of the SAT decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the SAT decision.

The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent will affirm, reverse or modify the SAT decision.

Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Compulsory Attendance

In accordance with the State of Iowa's compulsory attendance code 299.1A, students who are under the age of 16 years old before September 15 of the current school year are required to be in attendance at school. If a compulsory attendee is absent unexcused 15 times in one school year, the county attorney will be notified. Referral to the county attorney could result in possible investigation and/or prosecution of the parents for truancy.

a. First Offense: Up to ten days in jail, or \$100 fine, or 40 hours of unpaid community service.

a. Second Offense: Up to 20 days in jail and/or \$500 fine, or unspecified number community service hours in lieu of fine or jail sentence (serious misdemeanor).

a. Third Offense: Up to 30 days in jail, and/or fine of up to \$1000, or an unspecified number of community service hours

Attendance Responsibilities of the Students: It is the responsibility of each student to:

1. Attend all classes on a daily basis.
2. Monitor the total number of absences in each course. Report any errors to the teacher of the course **within 3 days of absence. After which, the absence will remain unexcused.**
3. Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a quarter, the student will appeal to the teacher to be out of the class for any subsequent school authorized activities.
4. Ensure that a parent or guardian calls the attendance office prior to absence or within 24 hours after an absence.
5. Attend every class that is considered to be his/her "official" and "current" schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the counselor has provided a new "official" schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
6. Report, when ill, to the Health Office.
7. Follow all check-in and check-out procedures.
8. Contact teacher to arrange make-up work.
9. Communicate with a teacher when approaching the limit of school authorized absences.
10. Complete detention for unexcused absences within 48 hours of notification,
11. Ensure that a teacher changes the absence notation to a tardy (within the first 7 minutes,) if a student is late to class.
12. Complete required detention hours within the required timeframe for a truancy absence.
13. Complete all make-up work for all absence types within the allotted time.

Tardy Policy

Secondary Building:

Students are expected to be in their assigned areas at designated times. Being to class on time is essential. Not only are you missing important information, it is a sign of respect toward your teacher and fellow classmates. Students who arrive to class after the final bell are considered tardy. We will be implementing the Trimester Bell Schedule, which will have 3-minute passing times between classes. There will not be a bell at the beginning or end of class. The teachers will dismiss students at the appropriate times. A 1-minute warning bell will sound to signify that students have one minute to get to class on time. These policies are put in place with the understanding that students will be getting to class on time before the final bell rings. Teachers will be instructed to strictly mark students tardy that are not in their classrooms before the final bell. In addition, clear consequences for students failing to get to class on time will be stringently enforced. Our tardy policy will be as follows:

Per Trimester: all classes combined:

*6th tardy: mandatory 60 minute after school detention with after school detentions to follow on every three subsequent tardies (9th, 12th, 15th, etc).

In addition:

Parents and student will meet with At-Risk Coordinator upon the 15th tardy.

Parents and student will meet with At-Risk Coordinator and Principal upon the 21st tardy.

Between Classes

Students are to go directly from one class to the next with a minimum of noise. Loud talking, pushing, running, etc. are not acceptable. Students should keep to the right when walking down the hallway. The secondary building will not be on a traditional bell system. There will be a bell that will sound one minute before you are to be in class. Teachers dismiss students, not the bell.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to three days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents. A student may take one of these visits during their junior year.

Early Release & Late Arrival

Juniors and seniors may apply for early release which will permit the student to leave before the start of 8th period (2:23 PM). Students must maintain enough credits to remain on schedule to graduate and be making satisfactory progress in all classes. Early release students will be expected to leave immediately after signing out in the office for the day. A student on early release should only be at school during class time, when class is over, the student should sign out. Students on work release or students taking classes at IHCC should leave the building immediately after signing out. Work release and IHCC students who return to school property without permission may face the loss of their privileges. **Late arrival will only be granted to seniors that have met portfolio and exit interview requirement or to students that are taking morning classes at IHCC. This privilege can be revoked for failing classes or by administrative decision. Grades will be checked weekly and the privilege can be revoked if any class falls below a C. In the event of early release/late arrival revocation, the student will be assigned to a guided study.**

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KLBA-FM 96.7, KBIZ- AM 1240 and KLEE- AM 1480 radio, district Facebook page and KTVO television station. The school also utilizes a system referred to as "The All Call". If school will be canceled or closing early, a call will be placed to the cell phone or home phone of your choice. Please make sure you are listed on the school's All Call list by contacting Sherry Van Blaricom at 652-7531. The missed day may have to be made up at a later date. Updates will also be made to the school's website.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The Principal/Athletic Director may determine whether to hold extracurricular activities or practices.

Student Information

Detention:

MS/HS

We provide opportunities for students to serve assigned detentions on Monday through Thursday of most weeks. Detention will be held in the MS/HS media center and will run from 3:35 P.M. to 4:35 P.M. Students are expected to be in the media center on time and stay for the duration of the detention while adhering to the strict guidelines of detention. Students are expected to serve their assigned detention as soon as possible (maximum of two days after parent notification). Exception will be on Thursday and Friday offenses where detentions will need to be served by the following Tuesday. If a student fails to show up for an assigned detention or due to inappropriate behavior while in detention causes the removal of the student the following consequences will happen.

1st offense: Parents contacted and one required detention will become two required detentions.

2nd offense and all other subsequent violations: Will be determined by the building Principal. Consequences may include additional detention(s), in-school suspension, and/or out of school suspension. A meeting will be held between administration, student, and his/her guardian(s) if consequences are not fulfilled.

Cell Phones

Cell Phones have become a part of our everyday life. Communication is key in any relationship especially with your child. However, inappropriate use of a cell phone during the school day disrupts the learning environment for our students. We have tried to develop a policy that is fair, but is stern enough to limit the unauthorized use of cellphones during the school

day. This policy establishes a set of guidelines that District staff will use when determining if a cell phone is being used inappropriately and if it will be confiscated. Cell phones should never be used during class. Students may use their cell phone to communicate over his/her lunch break and in halls. The student must have permission to use their phone from staff prior to usage at any other time. If a student fails to comply and the phone is seen being used at an inappropriate time or place any of the following consequences can be issued at the teacher's discretion:

Students will be asked to place cell phones in a labeled pocket assigned to them in each class. This is non-mandatory, however, if the student uses his/her cell phone during class time, the following step will be taken:

1. First Time- cell phone is turned into the labeled pocket in the classroom.
2. Second Time- cell phone is turned into the office at the start of the day and held each day until the end of the trimester. Students can pick up the phone at the end of each day.

Acceptable times for student use of cell phones: during assigned lunch time, hallway passing time, before first period begins, after school is dismissed.

Fidget Spinners/Cubes:

Fidget spinners/cubes are not allowed at school.

COMPUTER USE AND CONDUCT POLICY

The primary goal of CCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of CCSD computers and network resources.

Network Resources refers to all aspects of CCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network Ailes and folders, and all other technology-- related equipment and services. These rules apply to any use of CCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet--based music, video and large image Ailes not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send Aile attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others -- if you need to transfer large Ailes, please contact the Director of Technology to make special arrangements);
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering alias of another user is considered vandalism);

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
-

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

Legal Issues and Jurisdiction

Because The CCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CCSD's network resources is subject to

the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The CCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Cardinal Community School District. While CCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, CCSD account holders take full responsibility for their access to CCSD's network resources and the Internet. Specifically, CCSD makes no warranties with respect to school network resources nor does it take responsibility for:

Book Bags and Backpacks

We have a very crowded situation in our hallways. This situation becomes even worse when students carry large duffle bags and book bags to and from class. Even when one is careful, bumping into others is common. When these bags block the aisles of classrooms, they also present a fire code violation. For these reasons Cardinal handbook policy is that these are to be kept in your lockers unless you are on your way in or out of the building and are not to be brought into class. No backpacks with wheels are allowed in the building.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district in addition to disciplinary consequences. In certain circumstances, students may be reported to law enforcement officials. This includes the school computers.

Senior Prank

Any student who participates in a senior prank may be subject to disciplinary action including but not limited to: detention, community service, suspension, expulsion, good conduct violation, loss of end of year privileges such as senior awards, senior breakfast, and graduation ceremonies. The school administration also reserves the right to press charges with local law enforcement.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

Student Dress Code- Secondary Building

While the district realizes that the primary responsibility for appearance rests with the students and their parents, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to establish an understanding that the school is a workplace and that what may be appropriate outside the school may not be appropriate in

school.

There are strong connections between performance, conduct, and appearance. Students and staff who are appropriately dressed and well groomed appear ready to perform in a positive and professional manner. Students are expected to wear clothing that complies with standards of appropriateness, cleanliness, health and safety and is reasonable and appropriate. It is expected that the following guidelines will be followed:

- Shoes are required at all times.
- Any attire or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco or related products) is not acceptable.
 1. Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence will not be worn in school.
 2. Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing to any protected class are not acceptable in school.
 3. The following are considered to be inappropriate and unacceptable:
 4. Clothing or accessories that are dangerous or could be used as weapons (chains, chain wallets and studded collars)
 5. Hats, caps, hoods (sweatshirt hoods), bandanas, or any other item of headgear not intended to be worn inside a building, with the exception of headgear worn for religious or health purposes
 6. Exposed underwear or ripped/torn clothing that exposes undergarments
 7. Backless tops, tube tops, halter tops, one-shoulder tops, spaghetti straps, strapless tops, sleeveless tops, or tops with shoulders exposed
 8. Exposed midriffs, the bottom of the shirt/blouse must meet the top of the pant/skirt/short
 9. Short shorts and clothing that exposes navels and/or upper or lower buttocks. Recommended length for shorts and skirts/skorts is mid-thigh.
 10. Bib overalls with sports bras exposed
 11. Articles of clothing that may be gang related
- Any other types of clothing not listed but found to be offensive to students or staff is not to be worn.
- The staff is empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment as possible. Students who do not meet the standards established by this policy will be asked to change into appropriate attire. Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to the building principal who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.
- Exceptions will be given for school-sponsored uniforms

Headphones/Earbuds

Headphones and earbuds are not permitted unless required for instruction by the classroom teacher. Both should not be worn during passing time or hallway time. Headphones/earbuds should be removed upon entering the building.

Student Vehicles at School

Students who drive to school are expected to follow good driving rules. Any students who are observed by the school officials driving in an erratic or unsafe manner at any time will lose the privilege of driving to school and will be reported to the proper authorities. Students are to park in the north parking lot in the 'head-in' fashion. Cars should not be parked so that they block another car, block the drive, or cover the sidewalk so that snow cannot be removed. Violations will result in loss of parking privileges. **Students are not to go to their vehicles or drive them at any time during the school day unless they obtain permission from the principal first.** Students must exit the parking lots by the most direct route: do not use the front drive of the school building when the busses are loading and unloading. Athletes are not to drive their cars to the practice field or track for practice. Students may park in the senior citizen parking spots during normal school hours if no special events involving the outside public are taking place at that time. Students will refrain from parking in the handicap spaces unless they possess a valid handicap pass and are disabled.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the counselor.

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (1) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (2) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 21 to the principal or office secretary. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, 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 SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

E Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a E hall pass from their teacher or the principal/office. Students must sign out of the classroom when leaving and sign in when returning. Non-compliance with this procedure may result in consequences ranging from having to return to original locale to after school detention. Loitering in the hallways will not be allowed.

Illegal Items Found in School or in Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons are not allowed on school grounds or at school activities including knives, hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school can be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Initiations, Hazing or Harassment

Harassment 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.

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 their advisor, a teacher, counselor or principal 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 or principal
- record the incident using the Bullying/Harassment Incident Reporting Form on the student section of the cardinal comet website www.cardinalcomet.com.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. Any postings must be stamped by the office prior to being hung.

Public Display of Affection

Students are requested to limit their physical romantic activities to holding hands. Greater physical contact in the presence of others is sometimes uncomfortable to some people, present variance in the opinions of propriety, and presents a supervision problem with inconsistencies in the decisions made. Because of this a holding hands only rule is fair to all students. Staff members will talk to the violators about the problem and if corrections are not made consequences will be issued and parents may be contacted to seek their help in solving the problem.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within three days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within three days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within three days of the superintendent's response. The board determines whether it will address the complaint.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Padlocks will be issued upon student request for the lockers and students are expected to use them. Students will be expected to pay for padlocks that are lost. The proper use of padlocks on lockers will protect against theft. The school is not responsible for stolen items and students are expected to keep lockers locked at all times. Cardinal High School makes every effort to ensure the security of students' personal property and books; however, if lockers are left unlocked or 'set' to open on the last number of the combination the student has removed the only measure of safety the school can provide. If lockers or locks are broken or malfunctioning, the student should report the problem to the office immediately so the custodian can repair them. The student should not share his/or her combination with others and NEVER leave valuables (especially purses and billfolds) in unlocked lockers. Students are expected to keep lockers in good condition. Students will be assessed for damages to lockers if necessary. Paint, nail polish, magic marker and glue are not to be used inside the lockers. Banging of locker doors is disruptive and will result in disciplinary action. Middle School students will not be allowed to share his/her assigned locker with other students.

School Cooperation With Law Enforcement Officials

It is a policy of the school district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises, or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICIALS

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first considerations.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene
- libelous
- slanderous; or
- encourages students to:
- commit unlawful acts;
- violate school district policies, rules or regulations;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; 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 intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

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

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Tobacco Use

Students who smoke or use tobacco on any part of the school grounds at any time or while representing the school at school activities will be placed on suspension (three (3) days for middle school and high school students). Students should not have in their possession or in their locker any smoking or chewing tobacco. Teachers and administrators will take tobacco products from students. These materials will not be returned to the student. Second and other subsequent offenses will result in a call to the sheriff's department and the student will receive a ticket for tobacco violation.

This is also a Good Conduct Code violation and additional consequences will fall under the Good Conduct Code.

Illegal Substances

Use of an illegal substance other than by prescription other than by prescription including the following three instances will result in the enactment of The Cardinal Community Board Expulsion Policy Code No. 503.2

- A. If school officials determine that a student has apparently been using a controlled substance prior to coming to school.
- B. If a student is caught using and/or in possession of a controlled substance while on school property or at any other time

under school supervision.

- C. If a student is selling or distributing a controlled substance (including look-alike drugs) while on school property or at any other time under school supervision.

BOARD POLICY NO. 503.2

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and
5. The results and finding of the board in writing open to the student's inspection. **EXPULSION**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Internet Policy

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet wirelessly from most locations in or around the school campus. Filters will be in use to help screen inappropriate materials/websites. Filters are not foolproof and will only

allow for a certain amount of protection. Internet use in the classroom will be monitored by their teachers. Individual student accounts and electronic mail addresses will be issued to students. If a student already has an electronic mail address, the student will not be permitted to use that address to send and receive mail at school. Student email accounts assigned by the school are subject to auditing and can be monitored by school administration at anytime for any reason. Revocation or limitations of student email accounts can be made on an as needed basis as a result of misuse or misconduct by the student at the discretion of the principal or superintendent. Students are expected to use the @cardinalcomet.com to send and receive e-mail while at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. It is not possible to constantly monitor individual students and what they are accessing on the network. Student(s) found to be accessing inappropriate sites will be disciplined. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet while at school. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

If a student has intentionally violated the Students Internet Policy they are subject to the appropriate disciplinary action described in the school's discipline policy, student handbook, or other regulations. The principal or superintendent will determine the penalty for the student depending upon the offense, which could include permanent revocation of Internet usage at school.

Student Activities and Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies. When students are dismissed for an assembly the teachers will walk their students to the assembly in a single file line and guide the students to sit in an organized manner with the first classes arriving sitting on the lower rows and the later arriving classes sitting behind them accordingly. The teacher will sit with his/her students during the assembly. Students are expected to attend assemblies when eligible and present and those who do not will face truancy consequences.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. All school work from missed classes should be completed within two days of the absence. "Will-be" admits should be completed and turned in to the sponsor prior to students attending a field trip. If a student fails to follow the proper procedure he/she may not be able to attend the school sponsored activity. Students with failing grades or those who have missed more than 10 days will not be allowed to participate in field trips. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents.

Dances

School-sponsored dances must be approved by the principal at least three weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Dates over the age of 20 will not be permitted.

Junior-Senior Prom

The Junior-Senior Prom shall be sponsored and underwritten by the Junior class. All financial agreements and expenditures are to be approved by the class sponsors and the administration. Guests may be invited to the Junior-Senior Prom providing they are high school students or older. All dates not in the Cardinal Jr./Sr. class must complete permission form. Students will be notified of all other prom regulations in the fall. Students will not be allowed to leave the building between the dance and after prom activities. Dates over the age of 20 will not be permitted.

GOOD CONDUCT CODE

I. Philosophy and Purpose for Establishing the Good Conduct Code:

This code shall be in effect for all High School and Middle School participants. If the consequences of all violations from Middle School have been served, no violations will be carried forward to the High School and the student will be reinstated. However, if a Good Conduct Violation has not been served, the student will serve the penalty and then be reinstated.

It is the philosophy of the Board, administrators, and faculty that students represent their school at all times in and out of the school setting. It is reasonable to expect each Cardinal High student to conduct himself or herself at all times in a proper and legal manner. Directly and indirectly, the conduct of students reflects on the standards, attitudes, and philosophy of the school. Thus, schools obtain reputations (good or bad) by the conduct of their students. As long as this is a fact and as long as students are thought to be representing their school, Cardinal High School will have a Good Conduct Code, which will affect all students.

We believe that participating in ALL EXTRACURRICULAR school activities is a privilege. It is also our belief that through an educational treatment program and/or community service, students can learn how to change their behavior so as not to repeat violations of the Good Conduct Code. We also believe that repeated violations of the Good Conduct Code necessitate consequences that are progressively more severe so as to deter students from further violations or to remove them altogether from activities where they represent our school.

The following activities are covered by the Board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all co-curricular clubs, (e.g. Honor Society, Art, Spanish clubs, etc.), all honorary and elected offices (Homecoming King/Queen/Court, class officer, student council), state contests and performances for cheerleaders, Quiz Bowl, or any other activity where the student represents the school outside of the classroom; this rule also covers those extracurricular parties, dances, and trips sponsored by the school outside of specific classroom activity (including Homecoming, Winter Festival, and Prom).

Students who are academically ineligible will not be allowed early dismissal to attend performances, games, or events, nor will they be allowed to 'suit up' or 'dress' for the activity.

II. Good Conduct Code

A student will be deemed to have violated the Good Conduct Code for any of the following reasons:

- A. Possession of tobacco products, alcoholic beverages or illegal drugs;
- B. The acts of: smoking or chewing tobacco products, consumption, acquiring of alcoholic beverages or illegal drugs;
- C. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

A student who is found in violation of the Good Conduct Code will be subject to the consequences listed in section III including INELIGIBILITY. Ineligibility means that the student who is declared ineligible will be prohibited from making any public appearance on behalf of the school: inter-scholastic athletics, any extra-curricular performances, organizations, or honorary offices (including Queen and King candidates and attendants). He/She may not attend any school party (including the Prom and Homecoming) or go on any school-sponsored trips other than class-required educational field trips.

The ineligibility period will be enforced from the point that the violation is determined. If the student is not participating in a

sports/activity season at the time of the violation, it will be enforced from the first day of the next season that the student participates. Students not participating in a seasonal activity will miss the next scheduled school party, event or trip for which they would be eligible or normally have participated.

NOTE: Students, who, (in an attempt to maintain their eligibility or delay their ineligibility) withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.

III. Consequences for Violating the Good Conduct Code

The Good Conduct Code is in effect for twelve (12) months of the year. When a student has been determined to have violated the Good Conduct Code, he/she will have the following consequences:

First Violation of the Good Conduct Code

a. Ineligibility for 1/9 of the contests in his/her current sports season, or for the next activity event, performance, or dance. If necessary the suspension will continue into the offender's next sports/activity season until the equivalent of 1/9 has been served.

b. The student will complete a four- (4) hour community service project that is developed by the student and approved by the school administrator. The student will remain ineligible until the community service project is completed. The school administrator will make the final determination of whether a community service project has been completed in a satisfactory manner.

Second Violation of the Good Conduct Code

The student will be declared ineligible for all sports, extra curricular activities, and performances for one hundred eighty (180) calendar days.

Reduction In

Penalty:

A student may shorten the period of ineligibility to six (6) weeks (forty-two calendar days) of the next athletic/ activity season he/she participates in by:

1. The student will first complete an evaluation/treatment program consisting of at least fifteen (15) hours, which is approved by the school administrator. If the student decides to quit the treatment program, he/she will be declared ineligible for one hundred eighty (180) calendar days from the date of the last session attended. All costs connected with the treatment program will be the responsibility of the student and/or his/her legal custodian. The student and/or his/her legal custodian must sign a "release of information" form so that the school can verify enrollment in, attendance at, and satisfactory completion of the treatment program. If the treatment program does not consist of fifteen (15) contact hours, the balance of time must be made up by completing community service hours at the rate of two (2) community service hours for each hour not spent in the treatment program.

2. If a program is not available which would address the violation committed, the student may regain eligibility after he/she successfully completes a thirty (30) hour community service plan spanning the six (6) weeks (forty-two calendar days) of ineligibility. This plan will be developed by the student and approved by the school administrator. The community service plan must be completed before the student regains eligibility. If the community service plan is not satisfactorily completed or if the student decides not to complete the remainder of the assigned community service hours, a one hundred eighty (180) day period of ineligibility will be imposed on the student starting at the date determined by the school administrator. The school administrator will make the final determination of whether a community service plan has been completed in a satisfactory manner.

Third Violation and all other Subsequent Violations of the Good Conduct Code

A third violation and all other subsequent violations of any of the provisions of this rule shall result in a student's being ineligible for all sports, extra curricular activities and performances for a period of one calendar year (365 calendar days) from the declaration of ineligibility.

NOTE: A STUDENT MUST SATISFACTORILY COMPLETE AN ACTIVITY/ATHLETIC SEASON IN WHICH HE/SHE SERVES A PERIOD OF INELIGIBILITY. IN OTHER WORDS A STUDENT CANNOT GO OUT FOR A SPORT, SERVE A PERIOD OF INELIGIBILITY AND QUIT JUST TO SATISFY THE CODE REQUIREMENTS.

IV. DETERMINATION OF A VIOLATION

The school administrator will make the determination if a student has violated the Good Conduct deemed to be in violation of the Good Conduct Code by anyone or a combination of the following:

- A. Found guilty in a court of law.
- B. Admits to violating one of the items of the Good Conduct Code.
- C. Witnessed breaking one of the items in the Good Conduct Code by one or more staff members.
- D. Being found in violation by the school administrator based on the evidence.
- E. Being formally charged by legal authorities will be grounds for suspension until/unless those charges are dropped.
- F. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible in the administration determines that there is general knowledge in our school (district) of the fact of the student's violation in the previous district.

APPEAL PROCEDURE

If the school administrator finds a student in violation of the Good Conduct Code after conferencing with him/her about an alleged violation, but the student claims innocence, the student and/or his/her legal custodian may appeal the school administrator's decision in writing within five (5) calendar days to the superintendent. If the student and/or his/her legal custodian are not satisfied with the decision of the superintendent concerning the matter, they may appeal this decision by making a written request within five (5) calendar days to the school board. The student will be ineligible during this appeal process unless he/she is on a first violation and is enrolled in a treatment program/community service plan.

Pep Bus

The school district may sponsor a pep bus to transport students to school activities. A fee may be charged to students riding the pep bus. Riding on the pep bus is a privilege that can be taken away.

Students who ride a pep bus must ride to and from the event on the bus. Students ride home on the pep bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students should not solicit funds from teachers, employees or other students during the school day. Students who violate this rule may be asked to stop. Violations of this rule may result in future fundraising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during non school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the principal.

Student Participation in Non-School Athletics

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the superintendent, high school principal, and athletic director

STUDENT ORGANIZATIONS

Art Club

The basic function of the Art Club is to allow students with an interest in art to pursue their interest with students who share a common interest in the field of art. Any student in good standing is eligible to become a member of the Art Club with the permission of the sponsor. The Club will have bi-monthly meetings and turn the minutes of the meetings in to the principal.

Spanish Club

The Spanish Club provides additional opportunities outside the classroom for students to learn about Spanish language and culture. Activities include bi-monthly meetings, cooking lessons, films, field trips, fund-raising and a banquet in the Spring. Any student in good standing currently enrolled in Spanish Class or who has successfully completed a Spanish Class is eligible to take part. The Club will turn in the minutes of its meetings to the principal.

National Honor Society

The Cardinal High School Chapter of the National Honor Society is an honorary group composed of juniors and seniors who have met membership requirements of scholarship, leadership, character, and service. The purpose of NHS is to recognize students who have excelled in these areas. Membership is by invitation of the faculty council only. Students do not apply. Meetings are held. Members participate with group projects plus an individual project of their choosing (approved by the council) or a project outlined by the faculty council. Members also aid the school and community at worthy functions. The principal has veto power on all NHS decisions. To qualify for membership a Junior or Senior must have been a member of Cardinal High School for at least one trimester and must have a 3.5 GPA or higher based on a 4.0 scale and have earned 24 service points*. Students must maintain this 3.5 cumulative GPA throughout high school. Should that grade point fall below 3.5, a warning is given and the student has one trimester to rectify this situation. Failure to raise the GPA to 3.5 or higher results in the student being dropped from NHS. The faculty council has full power to screen students who have a cumulative grade point average of 3.5 or better. The council will check each individual for service, character, and leadership qualities. They will consult with other faculty members. The council will either approve a student for invitation to membership or deny invitation. In case of denial, a member will meet with the student if the student requests it and explain the reason(s) and suggest areas and methods of improvements.

A copy of the explanation of the Service Points is available on file in the principal's office.

Student Council

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. Your student council should represent the entire student body. The student council is a voluntary organization. Students should express their interest to the Student council advisor. As long as the student remains active in meetings and activities, he/she will be considered a member in good stead. The student council is an important link between the students, teachers, and administration. The student council presidency should be the most important office in the school.

The Student Council has at least two advisors--a faculty member and the principal or his/her designee. Meetings will take place monthly.

SPORTS

Students who are scholastically eligible may participate in the following athletics: football, volleyball, cross country, basketball, wrestling, track, baseball, and softball.

It is the aim of the coaches to include as many participants in the athletic program as possible in the belief it improves

Individuals--mentally, physically, and morally. A physical examination must be obtained from a doctor before anyone is allowed to participate in athletics. Examination forms are available in the office. When they are filled out and signed by a doctor, they must be returned to the office. All students participating in school athletic programs must show evidence that they are covered by insurance, (health and accident). Students are responsible for all equipment and uniforms issued to them for athletics. If uniforms are not returned at the end of the sports season the student will be required to pay the replacement cost of the uniform and will not be able to participate in another sport until the uniform is returned or until the fee has been paid.

STUDENT ACTIVITIES

Quiz Bowl	Yearbook Staff	Cheerleading	Speech & Plays	Baseball	Basketball
Football Boys & Girls	Cross Country	Softball	Boys & Girls Track	Volleyball	Wrestling

*Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Quiz Bowl

The Quiz Bowl team is composed of well rounded students who can work independently and with teachers to prepare for the spring competition.

Yearbook Staff

The Yearbook Staff is open to responsible students who are willing to give many hours of extra time to produce the yearbook. The yearbook attempts to reveal through pictures the school's extra-curricular as well as curricular activities. The sponsor chooses editors and other staff positions.

Cheerleading

Any student may try out for cheerleading. We have cheerleaders for football, basketball, and wrestling. Practices are held and then a selection committee, using a rating system, selects the cheerleaders. Those selected are required to follow specific rules set up by the school.

Speech and Plays

These activities are open to any student. The Drama Department will produce a full-length play and possibly a musical each year. Speech activities include individual and group speech presentation in state competition.

Student Health, Well-being, & Safety

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a

physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

The fire-warning signal will be a long continuous ringing of the alarm. The all clear will be a short intermittent ringing of the alarm. Each class will have a student leader appointed by the teacher. Exit routes are posted by the door of each room. When the alarm is given, move quickly and quietly to the designated exit and assemble as a class at least fifty feet from the building. Turn lights off and close windows and door. State law requires two fire drills every fall and spring. Students should treat every fire alarm as though it were the real thing. Tampering with the fire alarm system will not be tolerated. Suspension will follow and charges will be filed. The tornado-warning signal will be a continuous Police Siren blown down the hallways. The instructor will help move the class to the area designated on the tornado exit route posted by the door in each room. State law requires two tornado drills every fall and spring. Students should treat each tornado drill as though it were the real thing.

Fire Alarms - False

The Code of Iowa discussion of false alarms of fires is as follows:

False Alarms of Fire. No person or persons shall cause or give a false alarm of fire, by setting fire to any combustible materials, or by crying or sounding an alarm, or by any other means, without cause. Penalty - suspension (3-10 days) and recommended expulsion.

Administration of Medication

If it becomes necessary for a student to take medication at school, these guidelines must be followed:

1. All medication must be prescribed by a physician. (This does not include aspirin, cough syrup, or any other over the counter medication.)
2. Medication must be sent to school in the original prescription container. Parents should ask the pharmacist for two containers (one for school and one for home). Over the counter medication must also be in its original bottle.
3. A signed statement from the physician giving the dosage and the time it is to be given at school must accompany all medication (prescription and nonprescription).
4. A signed permission slip from the parents must accompany the medication. Instructions must include the name of the medication, reason it is prescribed, what time it should be given, and how long it is to be given.
5. We prefer, if at all possible, that a parent bring the medication to school rather than sending it with the child. If medication must be sent with the child the school office should be notified that the student is bringing it to school.
6. Medication that is prescribed for three times a day often does not need to be given during the school day. We prefer, if it is okay with your physician that this medication is given at home before and after school.
7. The school nurse strongly discourages students using over the counter products such as cough drops, throat lozenges, pain relievers, etc. during school hours unless absolutely necessary. If students do bring these products, they must have the appropriate permissions signed. Cough drops and throat lozenges must have parent's' permission, and all other over the counter medication must have parent permission. Extended use of over the counter medication must have the recommendation of a physician.
8. Prescription medication given for a short period, such as an antibiotic, can be given without written permission from the doctor if it is in a prescription bottle and there is written permission from the parent. The prescription label acts as the physician's permission in this case.
9. Parents are also urged to contact the school if their child is taking any kind of medicine that might affect behavior in the classroom.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with

parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

School Nurse

A nurse is employed by the district and is responsible for our Health Services Program. This program is designed to help each student protect, improve and maintain his/her physical, emotional, and social well-being. The nurse is involved in environmental health and safety in our school and emergency procedures for our students. The primary emphasis for the nurse will be on disease prevention and control, including communicable diseases. Health assessments and screening programs are a large part of the nurse's responsibility. The nurse will be available to all four buildings. Parents who wish to consult with the school nurse should contact the secretary of the building in which their child attends school.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. A child should not return to school for 24 hours after vomiting, diarrhea, or an elevated temperature of 100 degrees or more. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, dental screening, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Swanson at 652-7531 as its Level I investigator. Mr. Campbell may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct

of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Student Scholastic Achievement Grade Reports

Students receive progress reports in the form of report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

MARKING & PROMOTION SYSTEM

The following marking system is being used in the Cardinal Middle and Senior High School.

4
3
2
1
0

0 will be assigned only when the student has been notified of missing assignment, the parent has been notified, and it is one week past the due date.

The following courses are considered honors and have a 'weighted' GPA value: Anatomy and Physiology, A.P. English, Calculus, Advanced Math, Physics, and Advanced Chemistry the scale is adjusted: A = 5, B = 3.75, C = 2.5, D = 1.25, F = 0 This is in effect for students in grade 12 in 2017-2018.

The five numbers employed and the significance is:

A = Excellent - This grade indicates the student has given evidence of superior work in quality and quantity far in excess of the standards set forth as a satisfactory passing mark.

B = Above Average - This mark indicates the student has given evidence of work in quality and quantity above the standards set forth for a passing mark.

C = Average - This is a satisfactory mark. It indicates that the student has acquired the necessary ability to proceed in the subject and can use the ability where applicable.

D = Below Average - This mark indicates the student has not acquired the necessary ability to work efficiently or to use his ability efficiently in the work of the course. The "1" grade is the lowest passing grade.

F = No Credit -The grade indicates no credit is given toward graduation. It indicates that the student has not achieved sufficient mastery of skills and content to justify being given a satisfactory mark.

INC = Incomplete - No semester reports will be marked "INC". Students will be assigned a grade based upon the work completed and/or credit earned. Final grades may be amended to reflect work/credit completed after the grading period is closed if arrangements have been made with the teacher.

STUDENT ACADEMIC PROGRAM GRADUATION REQUIREMENTS

In order to be admitted to Cardinal High School, a student must have successfully completed 8th grade. At the beginning of each school year student classification will be determined by the following number of credits earned:

1st year Freshman	0 - 16
2nd year Sophomore	17 - 32
3rd year Junior	33 - 48
4th year Senior	49 - 64+

If a student has not achieved the above minimum requirements, he/she should adjust his/her schedule with additional credits. Each graduating senior must complete an exit interview and meet all portfolio requirements designated by the board of directors.

Successful completion of an Academic course earns one (1) credit per trimester. Students that do not pass a course must make up that course in guided study, or alternative placement/credit recovery, or the following school year. All courses are classified as Academic and will be included in determining grade point average (GPA) except Drivers Education. Vocal Music and Instrumental Music meet daily and earn one credit/per semester. All physically able students must take Physical Education. A doctor's excuse must be cleared through the counselor and/or building administrator in order to waive this requirement. See counselor for other options if scheduling conflicts prevent a student from meeting the P.E. requirements.

In order to be considered a full time student and to be eligible for extracurricular participation, a student must enroll in a minimum of four (4) credit courses each semester. Students can take IHCC classes and Cardinal classes as long as they total a minimum of 4 classes.

Academic credits from outside schools, such as IHCC etc., may apply towards meeting the graduation requirements providing the student is enrolled at Cardinal High School when the credits are earned.

Of the required credits, these credits must be successfully completed (passed):

The following are required credits:

English (8 credits) - 2 must be English I (Freshman), 2 must be English II (Sophomore), 2 must be English III (Junior), 2 additional English Credit electives

Mathematics (6 credits)

Science (6 credits) - 2 must be in Biology

Social Sciences (6 credits)

2 must be American Government, 2 must be American History, 1 must be taken during the senior year, chosen from World History, World Cultures, or Basic World Geography

Physical Education (6 credits)

Health (1 credits)

Personal Finance (1 credit)-See counselor for other options if Personal Finance does not fit in the schedule.

The remaining credits are to be met through electives of student's choice. To fulfill all graduation requirements, students must take the ACT or COMPASS, students must meet the Advisory/AR requirements for three years,

students must complete 8 hours of community service and must successfully complete all portfolio requirements.

COMMUNITY SERVICE

Each student will be required to participate in Cardinal High School's Community Service Day each year, in grades 9-12. Eight or more hours of volunteer service must be verified throughout the time a student is in 9th-12th grade. The district will provide bussing to local communities to have all students volunteer time. Forms will not be required when these projects are completed, however, school staff will keep track of student participation each year.

Students who wish to earn the Gold Cord for outstanding service to the community will be eligible if they complete 100 or more hours during grades 9-12.

Forms are available in the guidance office and the High School Principal/counselor must approve the project BEFORE the project is started. Students may not be paid for the project; it must be done outside of the regular school day; and the student may not work for parents or other relatives.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline consequences at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. More information about the expectations of graduating students during the graduation ceremony will be given at a senior class meetings during the course of the year.

TRIMESTER EVALUATION:

An assessment will be given at the end of the trimester. Every student must take a trimester assessment that measures the mastery and/or application of all of the materials taught during the trimester. Final Assessments will be considered in the final semester grade and may contribute up to, but not exceeding 10% of the final grade.

Teachers will alert the student and parents whenever the student is failing to achieve satisfactory progress to the earning of the credit for that class. Teachers have the right to use alternative means of assessment. A copy of the policy will be given to the students at the beginning of the semester and will also be on file in the principal's office.

Mid-Term Progress Reports

Mid-term progress reports are distributed to students through his/her advisor eight weeks before the end of the semester.

NOTE: Parents or students may request information on their progress at any time during the semester. Parents are encouraged to call the teachers from 7:45 to 8:00 a.m. or from 3:20 to 3:45 p.m. if they have questions concerning their students or assignments. Parents and students can also access grades for Elementary, MS and HS students via JMC Online. Please contact the office for your login information and password.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete assignments will result in students being required to attend our Saturday Morning assignment assistance program called "Saturday Ketchup Room" along with our daily mandatory ketch-up room opportunities built into our schedule.

Academic Eligibility for Extracurricular Activities

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

Cardinal Community High School will follow the state guidelines for participation:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all classes and make adequate progress towards graduation to remain eligible.
- If a student is not passing at the end of a grading period (1st semester & 2nd semester), the student is ineligible for

the first period of 30 calendar days of the activity the student is involved in.

- If the student is not in the middle of a season, then ineligibility will run for 30 consecutive calendar days starting on the date when the athletic association/union states that games may begin.
- “Grading Period” shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.
- High School Grades will be evaluated at the end of each quarter. If the student is failing any subject at the end of **any quarter**, the student will be ineligible for 14 calendar days.
- If not passing all at the end of the final grading period of the school year and the student is in baseball or softball, the student is ineligible for the next 30 days of that sport but has eligibility in the fall.
- A student with an IEP is judged based on progress towards all IEP goals.
- No summer school is allowed to make up for failing grades Further clarification can be found at www.iahsaa.org

Eligibility for Athletics and Extracurricular Activities

Student athletes may not participate in practices or games if the student is not in attendance at school for a minimum of 4 class periods or at the discretion of the building principal or Athletic Director.

In-School Suspension: Student-athletes assigned to in-school suspension are not eligible to attend and/or participate in activities that are scheduled for that calendar day.

Students who receive a failing grade in a class for the semester report card will be ineligible to participate in athletics for 30 calendar days of their next sport, as per the Iowa High School Athletic Association.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

NWEA/MAP assessments will be given in the fall and spring. Iowa Assessment exams will be given in early February. These assessments are very important. The data is used to identify individual student strengths and weaknesses. The data also allows the district to evaluate curriculum strengths and weaknesses. Students should do their best on these assessments to ensure that the data compiled is as accurate as possible.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the board secretary for information and forms.

Alternative School

The district recognizes that students who, because of individual circumstances or needs may achieve a higher level of success in a non-traditional environment. Our alternative school program is designed to give students opportunities for success that may not be available in the regular school setting. All questions and concerns regarding the alternative school should be discussed with our high school counselor or our alternative school teacher, Heidi Kildow.

Class Loads

Students must be registered for at least four hours per semester unless prior permission is granted by the principal. Students can count IHCC classes towards this total.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within five days after the start of the semester. The teacher and guidance counselor's permission are necessary to add or drop a class. Students need to present a valid reason for adding or dropping a course or may have their request denied.

Guided Study

While in guided study, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire period. Once in guided study, students are only allowed to leave with the permission of the teacher and with a hall pass.

Secondary Honor Roll

The Cardinal High honor roll rules are as follows:

1. Honor roll will be determined at the end of each trimester.
2. A student must earn a minimum (3.00) or grade point average to be eligible for honor roll. (All B's and higher for the middle school)
3. The student cannot have more than one "C" and cannot have any "D's".
4. Grades will be figured on the four point grading system.
5. High School students must be enrolled in a minimum of four subjects to be eligible for honor roll.

Principal's Honor Roll

This award will be presented after each semester to students who receive all "A's".

Academic Letters (HS)

Because of the importance of academic excellence at Cardinal High School, a recognition system has been approved by the Board of Education. This system is based on the recognition of academic excellence by giving academic letters of excellence to students who obtain the following grades:

1. A student must earn a 3 – point grade average for three consecutive trimesters in order to earn an academic letter. This point average must be obtained each semester, not a combined total.
2. After a student earns an academic letter, he or she will receive a bar for each semester of 3.00 or better academic work. A ninth grade student entering Cardinal High School could possibly earn a letter and 6 bars at the completion of 4 years of high school.

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation. All early graduation requirements must be met. A student must have successfully completed one semester of the senior year; the student must have successfully completed a work study or internship program or a 3-credit hour course through IHCC or another approved college, and the student must present to the school board why they would like to graduate early.

Miscellaneous

Office Visits and Telephone Use During the School Day

Students should only visit the office from 8:00 a.m. to 8:10 a.m., during advisory, or between classes. Generally, students receiving telephone calls during school hours will not be called to the telephone. The principal's office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Teacher's Work Room

Students are prohibited from entering the teacher's work room for any purpose. Students are not responsible for retrieving papers from the copy machine nor are they allowed to use the vending machines in the teacher's work room.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in

the daily announcements must have permission from the principal. Announcements are posted outside the office door and made available to all teachers to be shared with students via email. All announcement requests should be turned in by 8:20 a.m.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Generally, guests of students will not be allowed unless it is for an educational purpose.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Elementary please refer to Classroom Treat (Elementary Amendments) policy for peanut guidelines.

Meal Accounts

Money may be deposited into your meal account in the high school office or elementary office from 8:00-8:30 a.m. each morning or in the secondary lunch line. Students may charge a maximum of \$10.00 on their meal account. Payment must be made prior to charging another meal. Notes will be sent home with your student letting you know that if his/her account is negative. Prompt payment is appreciated. Sharing of school lunches is not permitted. We must abide by the Federal guidelines set up for the program; therefore, students may not drink POP from 11:30 AM to 1:00 PM. Please do not bring candy for lunch. Breakfast will be served from 7:53 to 8:05 AM in the secondary building.

Lunchroom Behavior

We have six lunch segments each day in the secondary building. This means that you will be in the halls during a time when class is in session. Please show your fellow students respect and consideration by not creating undue noise and distractions during their class time. Any student who disrupts the cafeteria will be placed on restriction. Students who are on restriction will be assigned a seat in the cafeteria or will eat in the office. No food should leave the cafeteria for any reason.

Noon Hour Regulations

No student may leave the building without first obtaining permission from the office. Students will remain in the cafeteria for the entire lunch period, unless they have permission from the lunchroom supervisor. After students finish their lunch, they should take their tray to the dishwasher and return to their table. Students are not to be in the halls, classrooms, etc., until their lunch period is over.

Beverage Policy

All drinks brought into school must be consumed in the cafeteria during lunch. Energy drinks, coffee drinks, and pop/soda will not be allowed at any time. Any prohibited beverage will be confiscated and not returned. This policy is in place for the safety of all students.

Media Center/Library

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

Student or Building Assistance Team

The District has established a program to help students cope with disabling personal problems that may interfere with successful and productive learning. These may include difficulty in achieving and maintaining academic success in the classroom; substance abuse (drugs, alcohol, eating disorders); family dysfunction (divorce, violence, emotional, physical and/or sexual abuse); emotional distress (depression, suicide, death, illness, employment, stress); and personal relationships (peer pressure, teen pregnancy, loneliness, and/or unsatisfying personal and family relationships). The SAT team consists of the

At- Risk Coordinator, Principal, Guidance Counselor, and several staff members who meet weekly to discuss academic and social problems that our students may be having. Students are referred to the SAT team after the teacher has tried multiple interventions and has spoken to the parent at least once. Parents may be called and asked to come in and have a meeting with the SAT team and parents are also encouraged to call and ask for a member if they have any concerns as well.

School Counseling

Cardinal's comprehensive school counseling program is comprised of academic, career, and personal/social development. The School counselors at Cardinal are an integral part of the educational process through a collaborative effort among students, staff, family, and community. It is a developmentally appropriate program that is driven by data, preventative and responsive in nature, and varied in delivery. Confidentiality is maintained by all counselors in the counseling program. Please contact your building school counselor with questions or for more information.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.