

2025-2026



Cardinal Middle/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. Middle School Principal: Cindy Green
3. High School Principal: Jamie Cason
4. Superintendent: Jamie Craig

2. On Matters Involving Athletics or Extracurricular Activity: (High Schools or Middle Schools)

1. Club Advisor or Coach
2. Athletic Director: Chris Becker
3. Middle School Principal: Cindy Green
4. High School Principal: Jamie Cason
5. Superintendent: Jamie Craig

3. On Matters Involving Student Discipline:

1. Classroom Teacher
2. School Counselor: Autumn Deshler (MS/HS) or Bailey Travis (MS)
3. Middle School School Administration Manager: Christina Albert
4. Middle School Principal: Cindy Green

5. High School School Administration Manager: Sam Smart
6. High School Principal: Jamie Cason

4. On Matters Involving Facilities or Buildings and Grounds (building maintenance / custodial / grounds maintenance)

1. Grounds Manager: Dustin LaRue
2. Superintendent: Jamie Craig

5. On Matters Involving Transportation:

1. Transportation Director: Tom Lamansky
2. Principal: Alisha Evans (Elem) Cindy Green (MS Principal) Jamie Cason (HS Principal)
3. Superintendent: Jamie Craig

6. To Resolve All Matters only after you have followed the levels outlined above:

1. Superintendent of Schools: Jamie Craig
2. Board Secretary: Jacki Grant

7. To Resolve All Matters concerning the breakfast and lunch program:

1. Food and Nutrition Director: Heather Smith
2. Superintendent of Schools: Jamie Craig

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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 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 Cindy Green 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, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (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. Students cannot stay on campus for games or events that start after 4:30, that they are not participating in.

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.

Excessive Absenteeism, Appeals Process, & Application of Sanctions

- 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.).
- 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.

- **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:

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.

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.

3. 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.
6. 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.

b. 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).

c. 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 the 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 the teacher changes the absence notation tardy (within the first 7 minutes,)if a student is late to class.
12. Complete required detention hours within the required time frame for truancy absence.
13. Complete all make-up work for all absence types within the allotted time.

Tardy Policy

Middle School:

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 at class after the final bell are considered tardy. We will be implementing a 7 period bell schedule which will have 3-minute passing times between classes. There will not be a bell at the beginning and end of class. The teachers will dismiss students at the appropriate times. These policies are put in place with the understanding that students will be getting to class on time before the start of class time. Teachers will be instructed to mark students tardy that are not in their classrooms when the class begins. In addition, clear consequences for students failing to get to class on time will be enforced. Our tardy policy will be as follows:

Per Semester: all classes combined: (restarts each semester)

*4th tardy: Meet with Counselor/Office staff. Phone call or letter will be sent home to parents. Contact is to communicate, warn, and explain further actions.

*8th Tardy: 30 minute detention after school.

*12th Tardy: 30 minute detention after school.

*16th Tardy: Half day In School Suspension

*Every 4th tardy after: Detention or in school suspension (at the discretion of the building administrator).

High School:

3 Tardies- Parent Contact

6, 9, 12 Tardies- Before or after school 30 minute detention

15 Tardies- Full day ISS

Every 3 after that it is an after school detention or ISS (at the discretion of the building administrator).

High School: (A student that misses up to 15 minutes of class is considered tardy. More than 15 minutes is considered an absence from class.)

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 9-12 graders will be on a traditional bell system, 5-8 students will not follow the bells. There will be a bell

that will sound one minute before you are to be in class for HS students. Teachers dismiss students, not the bell.

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 the superintendent's office 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 and Facebook page.

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 rescheduled. The Principal/Athletic Director may determine whether to hold extracurricular activities or practices.

Student Information

Detention:

We provide opportunities for students to serve assigned detentions before or after school. Students have 24 hours once receiving their detention notice to schedule a time with the HS secretary. Detention will be held in the MS office or designated classroom and will run from 3:45 PM to 4:15 PM unless otherwise specified. HS detentions will be held in the HS office and will run from 3:40 PM to 4:10 or 7:30 AM to 8:00 AM. Students are expected to be in the office 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). Exceptions will be on Thursday and Friday offenses where detentions will need to be served by the following Tuesday. Detentions can be assigned by teachers or office staff. The principal may choose to assign lunch detentions or morning detentions instead of after school detentions at his/her discretion. 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 may 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 could be held between administration, student, and his/her guardian(s) if consequences are not fulfilled.

Cell Phones - HS

Cell Phone /Personal Electronics Policy

It is the policy of the Cardinal High School that students may not use personal electronic devices during classroom instructional time.

Definitions

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes. The “school day” is 8:00 am to 3:40 pm. “Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day.

General Rules

A student’s personal electronic device may be used for instructional purposes under the following conditions: a member of the school’s instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in PowerSchool immediately when it becomes safe to do so.

All cell phones or personal devices must be securely stored at all times during instructional time. Appropriate placement of devices may include students’ backpack, locker or classroom cell phone pocket.

Violations of Policy

For the first offense in a school year of using a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials and serve a detention and to be returned to the student at the end of the school day. . For third offenses , the student will surrender the device to school officials, to be returned to the student’s verified parent or guardian after the end of the school day during normal business hours. Confiscated devices will be logged and secured. For fourth offense or subsequent offenses, the school will apply consequences according to discretion of the administrator.

Cell Phones - MS- Updated Policy

Policy Overview:

During the school day, students are not allowed to use or display their cell phones, earbuds, or headphones. This policy is designed to minimize distractions, promote engagement, and ensure that all students have an equitable learning experience.

Policy Details:

1. **Cell Phone/ Technology Device Usage During School Hours:**
 - **Prohibited:** Cell phones must not be visible or used during the school day, which includes classes, assemblies, hallways, lunch, and any other scheduled academic activities or instructional time. Wireless earbuds and headphones are included in the prohibited device list. Photo taking devices may not be in restrooms or locker rooms. Smart watches will be allowed, unless a student is seen using it inappropriately. If used inappropriately, the same steps will be followed as with other devices.
 - **Permitted:** Students may use their phones before 7:55 and after 3:40, as long as it does not interfere with the educational environment. Headphones that can be connected to school computers are allowed for instructional purposes. Phones and devices need to be turned off and put away by the time the pledge begins in the AM.
2. **Phone/Device Storage:**
 - **Before School Begins:** Students must turn off their phones and earbuds and store them in their lockers or designated areas at the start of the school day. Students are allowed to bring locks for lockers, but the office must have a copy of the key or combination, in case of a student forgetting his/her key/combination.
 - **Emergency Situations:** If a student needs to use their phone for an emergency, they must get permission from a teacher or staff member. The office phone is always available for students to make phone calls.
 - Parents are expected to contact the office when they need to reach their child between 8:00- 3:40.
3. **Consequences for Policy Violation:**
 - **First Offense:** The phone or device will be brought to the office and returned at the end of the school day. The student will receive a warning- this offense will be logged as 1st offense.
 - **Second Offense:** The phone will be confiscated and returned at the end of the day. The offense will be logged as 2nd offense.
 - **Third Offense:** The phone will be confiscated, the offense will be logged as the 3rd offense, and the student will need to turn in his/her phone before 8:00 each day and pick it up in the office at 3:35 each day for one week.
 - **Fourth Offense and Beyond:** The phone will be confiscated, the offense will be logged, and the student will need to turn in his/her phone before 8:00 each day and pick it up in the office at 3:35 each day for two weeks. Discussion with parents whether the student needs to have the phone at school may take place.
4. **Exceptions to the Policy:**
 - **Medical Needs:** Students with medical conditions that require phone/device access will be permitted usage for the medical need. Example: monitoring blood sugar or hearing aids.
5. **Responsibilities:**

- **Students:** It is the student's responsibility to adhere to the cell phone and device policy and store their phone or devices appropriately and securely.
- **Parents/Guardians:** Parents/guardians are encouraged to support the school's policy and ensure that their child understands the importance of following these rules.
- The district is not responsible for any lost or stolen personal technology devices. You bring these items at your own risk.

Fidget Spinners/Cubes:

Fidget spinners/cubes are not allowed at school, as they become very distracting. If a student requires use of a fidget tool, the MTSS team or school counseling team will determine a suitable tool that gives the same desired effect of a cube or spinner, with less distraction.

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 files 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 files 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 file 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 files, please use Google Drive);
- 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 restricted and or revoked. Students who intentionally break or damage school computers through deliberate acts or unintentional (horseplay), may be subject to paying restitution through working with school staff.

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 ensure 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

Book bags and backpacks will be allowed to be carried to and from classes this year. Large duffel bags need to remain in assigned lockers. Backpacks with wheels are not allowed to be used during the day.

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.

Cheating

Students are expected to do their own school work. 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 after school detention and loss use of a media center or computer or loss of a grade for an assignment.

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.
- Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence will not be worn in school.
- Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing to any protected class are not acceptable in school.
- The following are considered to be inappropriate and unacceptable:
 1. Clothing or accessories that are dangerous or could be used as weapons (chains, chain wallets and studded collars)
 2. 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
 3. Exposed underwear or ripped/torn clothing that exposes undergarments

4. Backless tops, tube tops, halter tops, one-shoulder tops, spaghetti straps, strapless tops, sleeveless tops, crop tops, or tops with shoulders exposed
 5. Exposed midriffs, the bottom of the shirt/blouse must meet the top of the pant/skirt/short
 6. Short shorts and clothing that exposes navels and/or upper or lower buttocks. Recommended length for shorts and skirts/skorts is mid-thigh.
 7. Bib overalls with sports bras exposed
 8. 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. Blankets will not be permitted to be used during the school day. Students are expected to dress for the weather and plan accordingly for varying room temperatures, without the use of blankets.
 - 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
 - Exceptions may be given by the building principal

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's office first.** Students must exit the parking lots by the most direct route: do not use the front drive of the school building when the buses 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 to 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 that 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 an 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/Oll/fpc/> 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 an 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 the original location up to after school detention. Loitering in the hallways will not be allowed. Students should not take cell phones or picture taking devices into restrooms or locker rooms.

Illegal Items Found in School or in Student 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, presents variances 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 desks are charged to the student. Lockers in the middle school will only be accessed before 8:10 and after 3:45 or with permission from school personnel.

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 ensuring 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.

Cardinal School District 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 are broken or malfunctioning, the student should report the problem to the office immediately so the custodian can repair them. The student should 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 could result in disciplinary action. Middle School students will

not be allowed to share his/her assigned locker with other students. If a student uses padlocks, the office will need access to the combination or the use of bolt cutters may become necessary in cases of search or if a student misplaces a key or combination.

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 and/or school resource officer. 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 proper permission. 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/Vape/E- Cigarette 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 from school and school sponsored activities and events. Students should not have in their possession or in their locker any smoking or chewing tobacco or vaping products or e-cigarettes. Teachers and administrators will take tobacco products from students. These materials will not be returned to the student. The School Resource officer may aid the administration in searching, locating, or investigating the use or possession of tobacco or illegal substances. Repeated offenses may result in a ticket being issued to the student.

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.

- 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.
- 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 any time 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 measures 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.

Students enrolled in Indian Hills classes will **not be permitted** to access the school's internet on their personal devices while on campus.

If internet access is required for completing Indian Hills coursework during the school day, students **must check out a school-issued device through** Jenny Little. These devices are available for checkout for the entire duration of the Indian Hills course and are equipped with all necessary capabilities to support class requirements.

This policy ensures a secure and consistent learning environment while meeting the technical needs of online coursework.

Student Activities

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. 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 may 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. No dates over the age of middle school age will be permitted to middle school dances and no students over 20 years old will be permitted at high school dances. Only Cardinal students are allowed at middle school dances.

After School Events

Students who are suspended, in school or out of school, cannot attend after school events. Students who are not in attendance for at least 4 periods may not attend after school events. Middle School students cannot stay after school for activities that start after 4:30 without adult supervision.

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:

- Possession of tobacco products, alcoholic beverages or illegal drugs;
- The acts of: smoking or chewing tobacco products, consumption, acquiring of alcoholic beverages or illegal drugs;
- 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 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:

- Found guilty in a court of law.

- Admits to violating one of the items of the Good Conduct Code.
- Witnessed breaking one of the items in the Good Conduct Code by one or more staff members.
- Being found in violation by the school administrator based on the evidence.
- Being formally charged by legal authorities will be grounds for suspension until/unless those charges are dropped.
- 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 if 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.

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 fundraising 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 Organizations

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.

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 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 doors. 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.
 - a. Students must turn in all over the counter medicine such as ibuprofen, midol, tylenol, etc to the nurse's office. The medication can be administered from that location. Any student who administers medicine to another student will be subject to consequences. Any student who is in possession of over the counter medicine without turning it into the office is subject to possible consequences from the office.
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. Students need to inform school staff of any injury or illness. School staff will inform 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 to 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.

Universal Mental Health Screening

School-wide, comprehensive, universal screening programming for social, emotional, behavioral, and mental health issues is a practice that has become more prevalent and recommended by The National Association of School Psychologists. A universal screener is commonly used to identify students who may have behavioral or mental health concerns that can be supported at school with our highly qualified mental health staff. Parents will be notified if there are concerns noted when the screening is complete.

A passive consent letter will be mailed home each time a screener is given and the form would need to be returned if your student is NOT participating in the screener. The Mental Health team will use the SDQ screening. The *Strengths and Difficulties Questionnaire (SDQ)* is a mental health screening tool for use with children and adolescents. The *SDQ* is a free brief behavioral screening questionnaire for 2-17 year olds. It exists in several versions to meet the needs of researchers, clinicians and educationalists. Confidentiality and safety will be of utmost importance during this process.

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 Health and Human Services has established procedure for investigating allegations of physical or sexual abuse of students by employees.

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 School

A 100-90

B 89-80

C 79-70

D 69-60

F 59

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.

High School Grading Scale

Percent	Grade Value	Letter Equivalent
100-93	4.00	A
92-90	3.66	A-
89-88	3.33	B+
87-83	3.00	B
82-80	2.66	B-
79-78	2.33	C+
77-73	2.00	C
72-70	1.66	C-
69-68	1.33	D+
67-63	1.00	D
62-60	.66	D-
59-0	0	F

Students have **five (5) school days** at the start of the semester to request a schedule change. Please note that **not all schedule change requests will be honored**. Schedule changes will only be granted for the following reasons:

- A required course is missing from the schedule
- The student is scheduled into two sections of the same course
- The student is enrolled in a course for which they have already received credit

- The student is placed in a course that does not match their academic level (e.g., incorrect placement in a subject)
- There is a gap or "hole" in the student's schedule

Building student schedules requires significant time and consideration. Class sizes, teacher availability, and course conflicts must all be taken into account when reviewing change requests. We appreciate your understanding and cooperation in this process.

If a student has already completed a course and received credit for it, **they will not receive credit a second time** for the same course.

Students who choose to retake a course may do so for one of the following reasons:

- **Grade Replacement:** The new grade can replace the previous grade on the transcript, depending on district policy.
- **Non-Credit Bearing:** The course may be taken as a non-credit bearing class for review or skill reinforcement.

Double credit will not be awarded for repeated courses under any circumstance.

Open Periods for Juniors and Seniors

Eligible Juniors and Seniors may be permitted to have **up to two class periods off** per day, **if their academic schedule and credit requirements allow**. The available scheduling options for open periods are:

- Periods 1 & 2
- Periods 7 & 8
- Periods 1 & 8

Open periods are not allowed in the middle of the school day. Special circumstances may be approved by administration.

Work-Based Learning Credits

Students receiving credit for work experience must meet all program requirements. **All work hours must be documented and turned in on time.** In addition, students are required to meet regularly with the Work-Based Learning (WBL) Coordinator, **Molly Piper**, to remain in good standing and receive credit.

We recognize the importance of consistent attendance and student engagement during the school day. Therefore, **open periods are a privilege**, not a guarantee, and must not interfere with graduation requirements or academic progress.

Any exceptions to this policy must be approved by the administration.

Mid-Term Progress Reports

Mid-term progress reports may be 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 3:45 to 4:00 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 Powerschool Online. Please contact the office for your login information and password. Parents and students may also contact teachers via school email by using firstname.lastname@cardinalcomet.com

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.

Student Eligibility for Athletics/Activities

Students must maintain all C's or higher in order to be eligible to participate in athletics. Students with D's and F's will not be able to participate in activities/athletics until the grade is brought to a C minimum. Grade reports will be run each Monday and staff members will evaluate eligibility weekly.

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. Out of School and 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.

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.

ISASP exams will be given in spring. 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.

Honor Roll

Students finishing a term with all A's and B's will earn Academic Honor Roll. Students with all A's will earn A Honor Roll. Students with all A's all year for 7th & 8th will be awarded Principal's Superior Honor Roll recipient.

Miscellaneous

Office Visits and Telephone Use During the School Day

Students should only visit the office from 7:40-8:00 AM, during homeroom, 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.

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. Breakfast is served until 10:00 AM. 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 middle school office from 7:40-8:00 a.m. each morning or in the lunch line. Students cannot charge a la carte items if his/her account is negative. 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 7:40 to 8:00 AM in the secondary building, but students will have an opportunity to get breakfast in between classes until 10:00 AM.

Lunchroom Behavior

We have multiple lunch segments each day in the middle school and high school. 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, unless permission is granted by an employee.

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. Comet Coffee items are to be purchased by high school students and adults only. Exceptions to this provision can be made by the building principal.

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.

Purpose of the Recharge Room

The Recharge Room is a **safe, calming, and secluded space** designed for students who are dysregulated to have an opportunity to **self-regulate**. It includes a variety of tools and calming activities to help them get back to a regulated state. If they choose to, students may also speak with a counselor while in the room.

Student Procedure for Using the Recharge Room

1. eHall Pass Required

Students **must have an eHall Pass from their teacher** to access the Recharge Room.

- If a student arrives without a pass, we will either send them back or call the teacher to confirm whether they were aware the student was going there.

2. Check-In Process

- Students must **check in using the computer form** located in the room.
- They will then **set a timer for 15 minutes**, find a quiet spot, and engage in regulation activities.

3. Check-Out Process

- When the timer goes off, the student should **clean up their area, sign out on the computer**, and receive an **eHall Pass to return to class**.

Important Reminders About What the Recharge Room Is Not

- It is **not a social hangout** for friends to chat or spend time together.
- It is **not appropriate for students serving In-School Suspension (ISS)**. Other students may engage with them, and the environment can feel more rewarding than it should for a disciplinary consequence.
- It is **not a space to avoid a teacher, class, or peer conflict**.
- It is **not ideal for students needing a quiet environment to work on tests or assignments**, as it may not always be completely silent.

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 consists of academic, career, mental health, 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.

Bus Policy

See separate policy

Addendum to Discipline Policy

Policy 503.08 - Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to

assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

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

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Grades PK-2

Escalating Response (Level 3)

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.

- Requires individualized educational program (IEP) meeting, if the student has an IEP.

- Responses to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s).
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Grades 3-5

Escalating Response

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Grades 6-8

Escalating Response

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that may include the student, when appropriate;
 - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Grades 9-12

Escalating Response

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Definitions (consistent with the Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.