

# **MS/HS PARENT-STUDENT HANDBOOK**

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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.

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 MS/HS Principal 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.

## **ATTENDANCE**

### 1. General Attendance Policy

- A. Policy Statement - Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only effects their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

#### B. Absences

1. Parents are expected to notify the school prior to **8:30 a.m.** regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered as an excused absence.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

3. Classes missed because of attendance at a school-sponsored trip or activity will not

be considered an absence. However, the student will be required to make up work missed.

4. 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.
5. School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
6. Participation in extra-curricular activities, whether as a participant or spectator, is not allowed if the student does not attend school for the **full day**. Removal from activity and possible other disciplinary measures as stated under inexcusable absences may be administered. Students participating in extra-curricular activities must be in school by **8:30** a.m. to participate in any after school activities, unless excused by a doctor's note. Any absence which is questionable in nature should be discussed between parents and administration before absence is taken. Exception to this will only be cleared by the principal or activities director.

#### C. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the principal.
3. All incidents of arriving to school tardy will be handled by the building principal. Once a student reaches five tardies to school they will be issued an after school or lunch detention with the building principal. Ten tardies to school will result in a parent/student meeting and an after school or lunch detention.

#### D. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to,

warning, detention, in-school suspension or administrative referral.

## 2. Excessive Absenteeism

- A. Excessive absenteeism is any absence beyond fifteen (15) days or individual class meetings per semester.
- B. When a student has been absent from school or a class five (5) times during a given semester, the student's parent will be contacted via telephone, email or mail regarding the student's attendance. The academic coach or building administrator will initiate the five (5)-day notification process.
- C. When a student has been absent from school or a class ten (10) or more times during a semester, the teacher or the academic coach will inform the principal of the student's status. The principal or academic coach will notify the student and parent of the excessive absences and initiate appropriate sanctions which may include a student/parent meeting with the Guidance Counselor and Building Principal.

## III. Application of Sanctions

- A. Excessive absences will result in the following:
  - 1. If a student is absent fifteen (15) days from any given class in a given semester, a conference will be held and the student may be dropped from that class and not receive credit.

## IV. Appeals

### A. First level of appeal

- 1. **When notified that the student has missed five (5) 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 fifteen (15) absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within five (5) school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.**
- 3. **Written appeals will be referred to the principal.**
- 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 five (5) school days after the appeal is filed. The principal 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
  - e. The total educational program for the individual student.
6. The decision of the principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

**B. Second Level of Appeal**

Students and parents seeking a review of the principal's 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 principal's 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 principal's decision.

**C. 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.

## **CREDIT RECOVERY/ALTERNATIVE COURSE OPTIONS**

There will be times when a student may need to retake a course due to failure and/or situations where a student needs to take an alternative course due to a scheduling conflict. At Colo-NESCO we have a variety of resources that we have students use to regain credits based off their individual needs. The two programs we currently use at Colo-NESCO are Edgenuity (formally e2020) and the DMACC Credit Recovery program. Edgenuity is an online program where students will receive instruction by lessons delivered virtually. The lesson structure may include the following: vocabulary, video lecture, online content, journal activity, online simulation labs, practice/homework, quiz/cumulative exam.

When a student is enrolled in Edgenuity, he/she will take a semester of coursework at a given time. Students choosing to take the DMACC Credit Recovery program have two options to regain credit using correspondence courses or face to face course at the DMACC Hunziker Center. A student will follow the regular semester schedule and will be expected to complete the course at the end of the semester just as if they were enrolled in the actual classroom. Failure to complete the course will result in an “F” on the student’s transcript and ineligibility policies will be followed. The principal if warranted will make any exceptions to this policy.

### **SENIOR YEAR PLUS REQUIREMENTS**

The intent of the Senior Year Plus status, as developed by the Iowa Department of Education, is to ensure that all students have increased access to courses that have the potential to generate college credit while in high school. In addition to meeting the assessment and prerequisite requirements outlined by the postsecondary institution, the statute requires all students enrolling in college credit courses to be proficient on their Iowa Assessments in each of the following three academic areas: reading, math, and science. At Colo-NESCO High School, courses that fall under this status include:

- Post Secondary Enrollment Options (PSEO)
- DMACC Career Academy Courses (Arts and Science courses need a 3.5 GPA or 21 ACT)

If a student does not meet the proficiency requirements stated above, the Colo-NESCO Community School District may opt to use alternative measures to determine proficiency. A student needs to meet only one of the following alternative measures to determine proficiency. A student needs to meet only one of the following alternative measures to determine proficient:

- The student received a “C” or better on their most recent course in the subject area
- The student is proficient on the English, Math, or Science portion of the PLAN test or the ACT. Proficiency is a score of 19 or higher.
- The student is proficient on the Critical Reading or Math portion of the PSAT. Proficiency is a score of 45 or higher. The student would have to show proficiency in science on another measure.
- The student is proficient on the Reading or Math portions of the COMPASS test. Proficiency is a score at or above the career/technical program level as determined by DMACC. These scores are: Reading- 81, Math (Pre-Algebra)- 24. The student would have to show proficiency in science on another measure.
- For students with Individual Education Plans (IEPs) who do not demonstrate proficiency in one or more of the areas listed above, the IEP team may establish an alternative but equivalent measure of proficiency through the IEP.

Students who are interested in taking a course for both high school and college credit need to speak with the School Counselor regarding eligibility and enrollment. A contract will need to be signed in order for the student to be enrolled in any of the courses mentioned above. All course

options via the Career Academy can be found in the Colo-NESCO Course Description Handbook. PSEO courses can be found by going to the institution's website and locating the course of interest.

The institution from which the course is being taken will have deadlines regarding drop and withdrawal dates. It is pertinent that the student follows those dates in regards to dropping or withdrawing from a course. Failure to do so could result in personal financial responsibility.

### **ELIGIBILITY**

Students in good academic standing may have free and unlimited participation in extracurricular activities. However, there will be times when a student may be failing a course at midterm, quarter or semester. In those situations, the following policy will take place:

If a student receives one or more 'F's at any of the four quarter grade reports, the student will be ineligible for one Junior High interscholastic athletic and non-athletic extracurricular event or two High School interscholastic athletic and non-athletic extracurricular event during the current school year.

If at the end of any semester a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic and non-athletic extracurricular contests and competitions in which the contestant is a participant for thirty (20) consecutive calendar days.

### **COURSE SYLLABUS**

A course syllabus shall be handed out to all students during the first week of classes. This syllabus shall include:

- 1) Brief overview of materials covered
- 2) Timeline
- 3) Testing procedures
- 4) Grading practices/weights put on homework/tests/etc.

### **DISCIPLINE & STUDENT CONDUCT**

## **Colo-NESCO Good Conduct Policy**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.



Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

It is wise to take note that the board's policy on good conduct for extracurricular activities falls within the list of student responsibility and discipline policies that are to be developed with input from "parents, students, instructional and non instructional professional staff, and community members" where practicable. 281 Iowa Admin. Code 12.3(6). Consideration by that same or a similar group of individuals for proposed rules and procedures to implement those policies would no doubt be welcome as well and is recommended.

## **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Colo-NESCO Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal & activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or ***any other activity where the student represents the school outside the classroom***.

### **Academic Eligibility**

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in at least four full-time classes the previous semester;
- be earning passing grades in at least four full-time classes in the current semester;
- for students in athletics, music, or speech activities, be under 20 years of age;

- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

### **Good Conduct Rule**

To retain eligibility for participation in Colo-NESCO High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others during the school day or at school events, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Outside of the school day or during school events, such harassment may give rise to a violation if it rises to the level of an actual threat or would provide the basis for a founded case of bullying against another student. Examples of such harassment may include, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission.

NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

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

### Penalties :

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

<b>Activity</b>	<b>1<sup>st</sup> Offense:</b> 10 hours of community service	<b>2<sup>nd</sup> Offense:</b> 20 hours of community service	<b>3<sup>rd</sup> (or more) Offense</b>
Football	3 calendar dates	6 calendar dates	365 days from the date of determination a violation has occurred
Cross Country	3 calendar dates	6 calendar dates	365 days from the date of determination a violation has occurred
Volleyball	5 calendar dates	10 calendar dates	365 days from the date of determination a violation has occurred
Basketball	7 calendar dates	14 calendar dates	365 days from the date of determination a violation has occurred
Wrestling	5 calendar dates	10 calendar dates	365 days from the date of determination a violation has occurred
Soccer	6 calendar dates	12 calendar dates	365 days from the date of determination a violation has occurred
Track	4 calendar dates	8 calendar dates	365 days from the date of determination a violation has occurred
Golf	4 calendar dates	8 calendar dates	365 days from the date of determination a violation has occurred
Tennis	3 calendar dates	6 calendar dates	365 days from the date of determination a violation has occurred
Baseball	8 calendar dates	16 calendar dates	365 days from the date of determination a violation has occurred
Softball	8 calendar dates	16 calendar dates	365 days from the date of determination a violation has occurred
Esports Fall Winter Spring	3 calendar dates 3 calendar dates 3 calendar dates	6 calendar dates 6 calendar dates 6 calendar dates	365 days from the date of determination a violation has occurred
Cheerleading State Competition Football Basketball Wrestling	1 calendar date 3 calendar dates 7 calendar dates 5 calendar dates	2 calendar dates 6 calendar dates 14 calendar dates 10 calendar dates	365 days from the date of determination a violation has occurred
Other Activities Speech FFA FCCLA Drama Color Guard Extra-curricular Music	1 calendar date	2 calendar dates	365 days from the date of determination a violation has occurred

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

#### **Violations Occurring During Ineligibility:**

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

#### **Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

#### **Appeals:**

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

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for

review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

### **DUE PROCESS PROCEDURE**

Students are entitled to due process procedures when disciplinary action is required due to infractions of school rules. In general due process consists of:

- The student being informed of the infraction
- The opportunity for some type of hearing during which the student is informed of the evidence against him/her.
- The right to some type of appeal. The appeal process usually begins with the staff member involved and then proceeds to the principal, the superintendent, and finally the Board of Education.

During this process, the student may be represented by a third party.

### **AUTOMOBILE USAGE**

Students are not to be in their cars during the school day without permission of the superintendent or principal. Students who drive a car or motorcycle to school are not to leave the school grounds until school is dismissed, unless permission is granted by the superintendent or principal. The speed limit on all school property is 10 MPH.

During school hours, all student parking is to be in the parking lot south of the school. Straight head-in parking is expected. No angle parking or parallel parking is accepted (do not park in handicap parking spaces, unless you have handicap identification). Any vehicle parking in an unauthorized area is subject to removal.

- First Offense will result in a warning and detention.
- Second Offense will result in being removed from the parking lot for a period of two weeks.
- Third Offense will result in removal from the parking lot for one semester.

Students are not to drive in a reckless manner on school property or on West Street as you are leaving the school grounds. Any violations of these rules may result in the student losing the privilege of driving personal transportation to school.

### **CELL PHONES**

*Cell phones may be used on school grounds before school, during lunch and passing periods, and after school. Cell phone use is prohibited in classrooms,*

*unless otherwise stated by a teacher for instructional purposes. During the instructional day, cell phones must remain out of sight and in silent mode. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before school and after school hours, during passing periods and at lunch. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. If students violate the school's cell phone policy, the following may occur:*

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. The student's parent/guardian will be required to pick up their phone at the end of the school day and a meeting will be held with administration, student and parent..
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. Further disciplinary action may include suspension or school board action.

### **ELECTRONIC DEVICES**

Any devices which have the capability of taking photographs or videos of any kind, without the consent of the person being photographed or video recorded, are not allowed. Violators may be turned over to law enforcement. Violations need to be reported to a school employee.

Photographs and videos are prohibited from bathrooms and locker rooms. Electronic devices may be used in the classroom for educational purposes. Students are encouraged to bring a set of headphones for their devices.

## **DRESS CODE**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students', employees, and visitors on the school grounds. Gang related apparel worn at school draws attention away from the schools' learning environment. Students are expected to adhere to reasonable levels of cleanliness modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school educational environment.

Students are prohibited from wearing clothing and tattoos advertising or promoting items illegal for use by minors including, but not limited to, alcohol, or tobacco; from wearing shoes with cleats except for outdoor athletic practices; from wearing clothing and tattoos displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal and/or a designee will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Writing on the hands or arms is inappropriate and students will be asked to remove it.

Our dress code while at school should encourage respect, character, and reasonable levels of modesty. Clothing that is acceptable outside the school day may not always be appropriate for the classroom setting. Dress that is disruptive, distracting or interferes with the student's education will not be acceptable.

- Necklines shall be modest and cover the chest and both shoulders.
- Clothing shall cover the mid-section, chest and back at all times, including when the student is sitting or standing.
- The following items are inappropriate:
  - Midriff bearing tops, tube tops, halter tops, spaghetti strap tops
  - Clothing that exposes the undergarments or excessive amounts of skin ( baggy pants, short skirts, short shorts, sleeveless undershirts or cut out shirts )
  - Shorts, skirts and dresses should extend to the mid-thigh when the student is standing and the arms are held comfortably at their side.

Teachers/coaches have the authority to require rules of appearance in areas where such dress might constitute a health or safety hazard, or for special activities and trips sponsored by the school.

Different dress shall be worn for P.E. classes unless otherwise authorized by the teacher. Students are expected to change back to regular clothing after

P.E. classes. Penalties for the infractions include the following:

1st Offense - Reprimand and clothing change

2nd Offense - Detention and clothing change

3rd Offense - Call to parent, detention, and clothing change

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that these lockers are kept locked and in order. The school is not responsible for lost items. The locker is school property and the administration reserves the right to inspection if necessary. Do not keep food or perishable items in lockers. Lockers should be kept clean from all paper and garbage.

Our school is public property and represents a tremendous investment by your parents and the community. Acts of vandalism are punishable by Iowa law as well as school action. Students should expect to pay for damage to the building for which they are responsible, whether it be done intentionally or through carelessness. Reporting damage done accidentally or through carelessness will be to your advantage.

## **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

Depositing all lunch litter in wastebaskets

Returning plates and utensils to the dish washing area

Stay in the lunchroom area until the lunch period ends

## **ACTIVITY TRIPS**

Each participant involved in a school activity using school transportation will ride to and from such activity on the school vehicle. The only exception will be oral or written contact by the parents with the sponsor or coach of that activity. Then said participant may ride home with his/her parents or with a nearby neighbor if approved. The principal has the right to adjust this policy due to any unforeseen circumstances.

## **ADDING OR DROPPING A COURSE**

Courses selected during registration should be considered final. Books and supplies are ordered by teachers on that basis. To drop or add a course, the guidance office must be notified and the counselor, or designee, will change your schedule in the computer. This is done within the first week of a course, and only in extreme circumstances will it be allowed during the second week. Changes of this type will have instructor, counselor and administrator approval. When you



select a course, you are expected to complete it. Courses dropped after the second week or before completion will result in a failing grade.

### **ANNOUNCEMENTS**

Announcements will be emailed to all students during first period. Should you wish to have an announcement emailed out to students and staff, it needs approval from the principal. Occasionally, announcements will be read at other times when necessary.

### **ASSEMBLIES**

On various occasions, assembly programs are presented for educational and enrichment purposes. They provide one of the few opportunities in school to learn formal audience behavior. Courteous and respectful behavior is expected of the student body at all times. Yelling is appropriate only at pep assemblies. Sit on the bleachers, give your attention to the chairperson of the assembly, and do not leave until dismissed. Unacceptable behavior will result in non-attendance at future assemblies.

### **STUDENT COUNCIL**

Each class will elect four student council members to represent their class. Their terms will be for one year. Class meetings may be called as needed with the principal's approval.

### **CLASSROOM AND HALLWAY COURTESY**

Good classroom and hallway courtesy requires complete cooperation with the regular or substitute teacher at all times. Classes are dismissed by the teacher, not the bell. It also requires your consideration of your fellow students in your association with them every day. Running in the halls: High school students that are running in the halls to condition for sports should wait until 3:30 P.M. to avoid possible injury from running into someone coming around the corner.

### **INCLEMENT WEATHER**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over Colo-NESCO news, WHO, KASI, and KFJB radio stations. The announcement will also be made on the Hotline. The missed day may have to be made up at a later date.

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.

Extra-curricular 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 may determine whether to hold extra-curricular activities or practices. If the extra-curricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **HONOR ROLL**

The honor roll is announced at the end of each semester grading period. The honor roll is one means of recognizing those students who set and maintain high academic standards.

High honors criteria follows:

- No grade lower than an A- in academic classes
- Eight subjects must be completed (six for seniors)
- There shall be no incomplete grades

Regular Honor Roll Criteria consists of:

- Maintain a 3.00 average
- Eight subjects must be completed (six for seniors)
- No incomplete grades

## **EARLY GRADUATION**

Students may graduate prior to the completion of grade 12 if the coursework required for graduation has been fulfilled. The student must have the approval of the board and a recommendation by the superintendent and principal. A student who wishes to graduate early must notify the principal prior to or during his/her anticipated last semester of high school work. A form must be completed and turned in to the High School Principal. At the time the student requests to graduate early, he/she must choose whether to attend or not attend commencement exercises. Once a student is declared graduated, a diploma will be granted.

## **VISITORS**

Students will not be allowed to bring visitors into the building. This policy is designed to keep classroom disruptions to a minimum.

## **FIRE/STORM EVACUATION**

THE COLO BUILDING HAS DEVELOPED PROCEDURES FOR EVACUATING THE BUILDING IN CASE OF A FIRE OR SEVERE STORM. BECOME FAMILIAR WITH THE AREA YOUR CLASSROOM SHOULD GO IF NECESSARY. WE WILL HAVE AT LEAST FOUR TORNADO AND FOUR FIRE DRILLS EACH YEAR. TEACHERS WILL GO OVER EVACUATION PROCEDURES WITH STUDENTS. THEY ARE AS FOLLOWS:

### **TORNADO**

An intermittent blast of the siren will signal a tornado drill. Persons in the high school wing will move quickly and quietly to rooms that don't have windows. Students should kneel, bow their heads and clasp their hands over their heads. Workers in the kitchen will move to the west wall of the kitchen area. Students in the gym will move to the hallway that runs east and west, to the north of the gym or into the locker rooms as directed. Students in the band room should take shelter in the practice rooms in the band room. Students in the library should take shelter in the librarian's office.

### **FIRE DRILLS**

The blast of the siren is notification that the building should be evacuated. Windows and doors should be closed and lights turned off. The students should use the exits as instructed by their teachers. Once out of the building, all personnel should move at least thirty feet from the building. A bell will be used to signal students and staff back into the building.

### **SCHOOL DANCES**

Dances sponsored by a Colo-NESCO School organization or classes are not open to the public. Only students of Colo-NESCO and their guests are allowed to attend these dances. All guests who are not students at Colo-NESCO High School must be registered at the high school office before noon, the day of the dance. Guests will not be registered at the dance and will not be admitted unless previously registered. Guests who are not attending a High School must get approval from the building principal. All guests are expected to follow school policies while at the dance. Junior high students are not eligible for high school dances.

All dances must be supervised by the class or organization sponsor and two sets of parents. All social events must be approved by the principal and placed on the school calendar at least one month in advance so that faculty and police supervision can be scheduled.

## **BUILDING HOURS**

The building is open at 7:30 a.m. for teachers, administrators and students with permission to be with a teacher or eating breakfast. Classes are dismissed at 3:30. Unless a student or group of students is under the supervision of a staff member or waiting for the route bus, all are to leave the building promptly.

## **SPORTSMANSHIP AT ATHLETIC EVENTS**

REMEMBER THAT YOUR CONDUCT IS REPRESENTATIVE OF OUR SCHOOL. CONCENTRATE ON CHEERING THE TEAM TO VICTORY BY SITTING IN THE CHEERING SECTION AND COOPERATING WITH THE CHEERLEADERS. BE HOSPITABLE TO VISITING SCHOOLS AND TREAT OFFICIALS WITH CONSIDERATION. NEVER BOO!!! LET'S CONCENTRATE ON MAKING A GOOD NAME FOR OUR SCHOOL.

## **COLLEGE VISITS PROCEDURE**

- Determine the date for the college visit with the guidance counselor at least one week in advance of the visit.
- The guidance counselor will assist in making correct arrangements for the visit.
- Parents must notify the office of student's date of visit.
- A limit of two college visits per year will be permitted.
- It is recommended that students not plan college visits before the second semester of their junior year.

## **LUNCH RELEASE**

- Students will not be allowed to leave the building for lunch.

## **GUIDANCE COUNSELOR**

The counselor is employed to help students answer questions they have. The questions may be concerns over grades, credits, classes or class choices, jobs, college or vocational school options, personal or family problems, test results, substance or parental abuse, or alternatives to the student's present situation. Counselors have a variety of ways to provide information on questions to help individuals consider options, and to help them decide how they want to deal with a given situation. Questions you discuss with your counselor in private are confidential (Code of Iowa, Chapter 256-622.10). The counselor is also available to parents, teachers, administrators, and other professionals who have educational questions or concerns.

When you want to see your counselor, you may get a pass from your counselor, or stop in before or after school. Except for emergencies, you should not see the counselor during classes. If

someone is in the office, you may have to wait. Occasionally, the secretary will ask you to return to your classroom. Your counselor will make every attempt to see you later in the day.

## **GRADUATION REQUIREMENTS**

One unit of credit is assigned to senior high school classes which meet on a daily basis, one full period for one semester. The only partial credit which may be granted for the partial completion of a course is for the satisfactory completion of one semester of a one-year course.

## **COURSE REQUIREMENTS**

English	8 semesters	8 credits
Math	6 semesters	6 credits
Science	6 semesters	6 credits
Social Science	7 semesters	7 credits
( 2 semesters of U.S. History, 2 semesters of World History, 2 semesters of Government, 1 semester of psychology or Sociology)		
Physical Education	8 semesters	8 credits
Financial Literacy	2 semesters	2 credits
Health 9	1 semester	1 credit
Independent Living	1 semester	1 credit
* Unspecified Electives		

\* TOTAL CREDITS 54

## **COMMENCEMENT POLICY**

In order to participate in commencement proceedings students must have met all graduation requirements. However, upon request, for students who have missed an extended period of school instruction because of their own illness or injury, extenuating circumstances will be considered and participation may be granted.

Additionally, students who are expelled from school, prevented from participation in extracurricular activities because of a violation of the District's good conduct policy or in any other way subject to school disciplinary consequences at the time, shall not be permitted to participate in commencement proceedings as a speaker or any other way that represents the school.

A student's participation in commencement proceedings shall not affect the student's receipt of a final progress report or a diploma certifying the student's completion of high school.

## **NATIONAL HONOR SOCIETY**

All students with a 3.5 or above GPA are invited to a general meeting each year where an NHS packet of information is given and explained. Students learn that all 9-12 faculty members are eligible to evaluate them; that specific criteria for leadership, character and service are used by the faculty for voting; and that at least nine faculty members are needed to evaluate each student for membership.

Specifically, character is evaluated according to integrity, behavior, cooperation and ethics. The averaged scores in the three areas are added to the grade point and then averaged together. Students scores will then be discussed by a faculty panel and students who meet criteria will be inducted into the National Honor Society at a ceremony. Parents, family and friends are welcome to attend this ceremony, followed by a reception hosted by NHS members and their advisor.

## **RELEASE DURING SCHOOL HOURS**

Students will be allowed to leave school grounds during school hours only with **PRIOR** authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration. Students **MUST CHECK OUT AT THE OFFICE BEFORE LEAVING.**

## **TRANSFERS IN/OUT OF THE DISTRICT**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

## **SEMESTER TEST GUIDELINES**

ALL 9-12 GRADE STUDENTS MAY BE REQUIRED TO TAKE SEMESTER TESTS.

## **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, bookbags, 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.

## **Student Lockers and Desks**

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

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

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

## **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.



## **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 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; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

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.

Kara Kinser is the Level One Investigator in the MS/HS building.

## **Buses and Other School District Vehicles**

**Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Seatbelts are required to use while riding the bus.**

## **Discipline Procedures:**

### **Grades 9 – 12**

- First offense will result in student being suspended from riding the bus for 10 school days. Second offense will result in permanent dismissal from the bus for the remainder of the current semester or year.

### **Grades 5-8**

- First offense will result in student being suspended from riding the bus for 5 school days. Second offense will result in student being suspended from riding the bus for 10 days. Third offense will result in permanent dismissal from the bus for the remainder of the current semester or year.

**The transportation director, building principal and/or the superintendent will decide final disciplinary action. Depending on the severity of the infraction students could be suspended from the bus for the entire school year.**

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

### **After School Expectations**

Students waiting for a bus or a sibling must wait in the designated location with supervision from a district personnel. Failure to comply may result in disciplinary actions.

*It is the policy of the Colo-NESCO Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District Equity Coordinator Beth Heller, 919 West Street, Colo, IA 50056, 641-377-2282, [bheller@colo-nesco.k12.ia.us](mailto:bheller@colo-nesco.k12.ia.us).*

*Hearing screenings are periodically provided. Parents will be notified about the results of these screening only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.*