

Dear Parents:

We are all teachers of children. Parents are a child's very first teacher, and throughout life the parent is the most influential. The lessons learned from the parent remain with a person for life. Therefore, parents are not only a child's first teacher, but also his/her best teacher. What parents do and say will often be mirrored in children. The responsibility for raising children in a world that is changing so rapidly is at the least very great.

There are certain characteristics in adults that seem to enhance ones chances for being successful. These characteristics are other-centered, courageous, judicious, and resourceful. Other-centered rather than self-centered is the quest to get the right things done in the right way at the right time. Courage is the characteristic to chart unfamiliar territory and to be oneself. The third characteristic is judicious. Basically, a judicious person has good judgment. A judicious person is able to set priorities in his/her life. The last characteristic is resourceful. Resourcefulness is a commitment to deliver the goods; learning to think beyond the obvious; training oneself to be a facilitator, and the discipline to exercise a vision. A person who possesses a vision of what can be or ought to be will travel many successful miles in life.

As parents we desire our children possess these four attributes. It is imperative that school and parents work very closely together to assure that students, through the dynamics of home and school, will acquire and be able to use successfully those tools that will enable our children to be productive citizens in our society.

I hope you will feel free to call on us and members of the staff for assistance during the school year.

Brandon Kelley and Ty Adams,
Colo-NESCO Principals

COLO-NESCO MISSION STATEMENT

"THE COLO-NESCO COMMUNITY SCHOOL DISTRICT IS COMMITTED TO GUIDING AND NURTURING THE ACADEMIC, EMOTIONAL, PHYSICAL, AND SOCIAL DEVELOPMENT OF ALL STUDENTS, WHILE PROMOTING LIFE-LONG LEARNING AND CITIZENSHIP IN TODAY'S RAPIDLY CHANGING WORLD."

COLO-NESCO COMMUNITY SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

The Board of Directors of the Colo-NESCO Community School District is committed to a philosophy of service to children. The objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social, and aesthetic education of children.

The Colo-NESCO Community School District Board of Directors realizes that an effective public school program must be directed toward common needs of all children; however, the Board believes the emphasis must lie always on the unique needs of each individual child.

COLO-NESCO FUTURE'S COMMITTEE'S EDUCATIONAL BELIEFS

EDUCATIONAL BELIEFS

The following list contains what we hold dear about education. Although it is categorized into different groups, we believe only by using a team approach will greatness be reached. We all need each other to reach our potential.

Successful **schools** must...

- Create a safe and caring environment where students can learn.
- Constantly look to the future to create change.
- Continually seek student input to find ways to improve.
- Focus on student achievement.
- Meet the educational needs of all students.
- Prepare students for a diverse work force and life.
- Stay current with new technology.
- Teach the new basics: reading, writing, math reasoning, collaboration, higher order skills, problem solving, and technology.

Successful **students** must...

- Learn at high levels of achievement.
- Build on past successes.
- Feel good about the progress they have made.
- Become learners who can teach themselves.

Successful **administrators** must...

- Believe all students can learn at high levels of achievement.
- Promote student learning to the public, board, and personnel.
- Facilitate faculty professional growth.
- Be the educational leaders of their school.

Successful **employees** must...

- Possess the desire and ability to do a great job.
- Stimulate and motivate learning and good life habits.
- Find ways to assure student success.

- Expand their own horizons to further students' education.
- Adjust the learning environment to meet individual student needs.
- Know their job specialization and communicate it effectively.
- Encourage students to be educational risk takers.

Successful **parents** must...

- Take an active role in their children's education.
- Work together as equal partners in the successful education of their children.
- Accept the responsibility for the success of their children's education.

Successful **communities** must...

- Work with schools to teach a sense of self-reliance, self-esteem, and respect at every opportunity to benefit society, parents, family, state, and nation.
- Provide critical financial, spiritual, and physical support which allows their school to operate effectively.
- Be actively involved in their schools' success.
- Look to the future of education.

CONTINUOUS NOTICE OF NONDISCRIMINATION (Code 102.E2)

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 Justin Gross, 919 West Street, Colo, IA, 641-377-2282, jgross@colo-nesco.k12.ia.us.

ANNUAL NOTICE OF NONDISCRIMINATION (CODE # 102.E1)

The Colo-NESCO Community School District offers career and technical programs in the following areas of study: Agriculture, Business Education, Health Occupations, Auto Mechanics, Auto Collision, Culinary Arts, Family & Consumer Science, Health Science, Construction Trades, Criminal Justice, Manufacturing Engineering Technology, Auto-body Collision & Repair Technology, Automotive Mechanics Technology, and Diesel Mechanics Technology.

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Grievance Procedure (Code 102.R1)

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 Equity Coordinator Justin Gross, 919 West Street, Colo, IA 50056, 641-377-2284, jgross@colo-nesco.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional

information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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 are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. 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, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular 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, and regulations. Students who fail to abide by the school district's policies, rules, and regulations 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 extra-curricular 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, and regulations 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 office for information about the current enforcement of the policies, rules, or regulations of the school district

PARENT NOTICE

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Colo-NESCO Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The Colo-NESCO Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Superintendent, Section 504 Coordinator for the Colo-NESCO Community School District, at phone number (641) 377-2284.

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION 405.2

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status

Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications are returned to the school district administrative office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent (*except the superintendent may hire teachers without approval of the board*). However, the superintendent will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees is followed.

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. 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 textbooks, uniform and robe cleaning, class materials, and class dues. Students or parents who have concerns about the fees should contact the principal.

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 appropriate school offices if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

If you did not report your student absent by email, note or telephone, this absence becomes an unexcused absence.

THE SCHOOL DETERMINES WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED. Excused absences may 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. All work must be made up regardless if the absence is excused or unexcused.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office, or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent must make arrangements with their teachers in advance to make up schoolwork. Students have two days to make up schoolwork for every day missed upon return from the absence.

High School students should reference Attendance Notification in the High School Supplement of this Handbook for specific guidelines.

SCHOOL ILLNESS

If your child becomes sick at school, the school secretary will help your child. We try to follow these general rules:

1. If the student does not feel well, but doesn't want to go home, we will have students lie down in the nurse's office to see if this will take care of the problem. After a short rest many students will return to class for the day.
2. If the student is sick, with vomiting, pain, or fever, we will call the parent or designee to come and get the student. Temperature is taken and anytime it is over 100 degrees we will normally call for someone to come and get the student. Under 100 degrees we will usually keep them for awhile.

INCLEMENT WEATHER

Weather-related announcements for the Colo-NESCO School District will be made via the following:

Facebook: www.facebook.com/ColoNESCO/

Twitter: @ColoNESCO

KCCI Ch.8 TV -sign up for text/email alerts for Colo-NESCO at: <http://www.kcci.com/Sign-Up-for-Email-Newsletters-Alerts/30885318>

WHO Ch. 13 TV

CodeED: Parent cell phones and email accounts will be notified via text/email. Please make sure your contact information is up-to-date during the registration process.

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 canceled and re-scheduled. 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.

STUDENT HEALTH, WELL-BEING AND SAFETY

SCHOOL SAFETY

It is the goal of the Colo-NESCO School District to foster a safe learning environment for all students, faculty, and staff. To accomplish such a goal it is imperative that everyone in the school conduct themselves carefully and with concern for their own and others' safety. Students should notify teachers or the administration of risks of injury or harm to themselves or others. Students should always walk down the right side of hallways and stairways. There needs to be absolutely no running or yelling in the hallways.

SCHOOL DAY

Students who **walk** to school or who are dropped off by parents should leave their homes so that they arrive at school **no earlier than 8:00 A.M.** The school **will not** accept responsibility for supervision of the school grounds prior to 8:00 A.M. or after school dismissal. Likewise, the school is not responsible for playground supervision on weekends, during vacations, or other times outside of the regular school day. **Please do not arrive at school prior to 8:00 A.M.!**

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. **In 1991, a law was passed requiring a child entering kindergarten to have a booster shot for measles, mumps and rubella. Another change occurred in 1999, stating that any child born on or before July 1, 1994, must show proof of immunization against Hepatitis B. (This requires three shots to be properly immunized.) Another change has occurred starting July 1, 2003--children who were born on or after September 15, 1997, will need one dose of Varicella before entering Kindergarten or a licensed childcare.** 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. Exemptions to the immunization requirements may be met with a valid Iowa Department of Public Health (DPH) certificate stating that receiving the immunizations is inconsistent with the parents' religious beliefs or a written statement from a health care provider that the immunizations are detrimental to the student's health. Parents who have questions should contact the office at 641-377-2284 (Colo).

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, tornado, and evacuation 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.

In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher in counsel with the building principal. If needed, additional assistance will be provided by the principal or designee.

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.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with:
 - a. name of pupil
 - b. name of medication
 - c. directions for use
 - d. name of physician or dentist
 - e. name and address of pharmacy
 - f. date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.

STUDENT ILLNESS OR INJURY AT SCHOOL

Every accident in the school building, or the school grounds, in school-owned buses or vehicles, at athletic contests, or school sponsored activities must be immediately reported to the person in charge and an accident form placed on file in the principal's office. Colo-NESCO Schools strive to maintain a safe learning environment, but accidents may still occur. 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 is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts 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 building secretary.

Student athletes must have health and accident insurance in order to participate in intramural or extra-curricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district. Student athletes who do not have and cannot afford insurance, should contact their coach.

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. 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 chicken pox.

HEALTH SCREENING

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

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building principal (641) 377-2282 as its Level I investigator.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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.

GUIDANCE COUNSELOR

Counseling services are available to all students. Any student who would like to visit confidentially with the counselor may request an appointment. Emergencies are taken care of immediately.

WEAPONS

Students are not to bring any weapons to school. A list of weapons would include, though is not limited to; guns (real or fake), knives, cigarette lighters, fireworks, etc. Federal law states students caught bringing guns or bombs to school face a one year mandatory expulsion. This would run from the date of the incident to the same date in the next school year. Dangerous weapons will be taken from students and discipline can include, but is not limited to, detention, suspension, or expulsion. In the discretion of the administration, law enforcement may also be contacted. All threats of violence will be taken seriously. Administration and Law Enforcement officials will work cooperatively to maintain a safe and secure environment. Any student found guilty of threats of violence will be dealt with by administration/board action. Students need to understand the seriousness of these actions.

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.

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.

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.

Parents will have signed a field trip permission form during registration. The class teacher, or sponsor, will send out specific notification at least one (1) week before the trip.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising 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.

STUDENT RECORDS

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. 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.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes **name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.**

Student Records Access

Code No. 506.1

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's record. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the

parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision and or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student.

This disclosure may be made to the following individuals or under the following circumstances: to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees; to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts; to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities; in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid; to organizations conducting educational studies and the study does not release personally identifiable information; to accrediting organizations; to parents of a dependent student as defined in the Internal Revenue Code; to comply with a court order or judicially issued subpoena; consistent with an interagency agreement between the school district and juvenile justice Agencies in connection with a health or safety emergency; or, as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records.

This list for a student record may be accessed by the parents, the eligible student and the custodian of student records. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records.

Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Approved: 1/19/2015

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Revised: 12/17/2014

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT RIGHTS AND RESPONSIBILITIES

INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

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 when possible.

If police officers or other officials request an interview for any issue other than child abuse, an attempt may 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/her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

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

STUDENT LOCKERS

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

A student's locker can be searched whenever an administrator or teacher has a reasonable and particular suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and particular belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

School authorities may, without a search warrant; also search a student, desk, work area, or student gym or book bag based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisonous, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their grade level. For all students this includes respect for the rights of others and for school property. This conduct is expected while on school grounds, while on school-owned or operated buses, and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior, in the opinion of the staff or administration, shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with: the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere.

Most discipline problems will be handled by the classroom teachers who may assign discipline (including detention) based on the failure to obey classroom rules or for other misbehaviors throughout the school. If a discrepancy arises, the principal will investigate the situation before a final disciplinary action is taken.

For serious or repeated misbehavior problems, the principal will rule basing his or her decision on the severity of the problem and the situation or circumstances surrounding the incident. In any conference with the principal concerning a disciplinary situation the student will be informed of the rule(s) or policy violated, allowed to explain his/her side of the situation, and appropriate consequences set. These discipline measures may include, but are not limited to any of the following or any combination of the following: detention, removal from the classroom, in-school

suspension, out-of-school suspension, probation, or a recommendation to the school board for expulsion. In all cases of expulsion or suspension the student has the right to due process as set forth in the board policy of the Colo-NESCO Schools

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 certain circumstances, students may be reported to law enforcement officials.

BICYCLE USE

Riding bicycles or motorized vehicles to and from school is a privilege -- NOT a right. Students who fail to follow the rules set by the administration will have the privilege of bicycle or motorized vehicle riding removed and may also be subject to additional discipline. Bicycles are to be parked in the bicycle rack on arrival and left in the rack until departure from school. The school assumes no responsibility or liability for the vehicles.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

BOOK FEES

Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Fines are to be assessed for lost or damaged books. For the sake of uniformity, we will use the following plan:

1st year book is in use	full price
2nd year book is in use	less 20%
3rd year book is in use	less 40%
4th year book is in use	less 60%
5th year book is in use	less 80%

If a book is lost/ruined during the first five months following its purchase, the student will have to pay 100% of its purchase price.

Additionally, fines will be levied from \$.25 to \$2.00 per page for markings on pages, etc.

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 superintendent.

INTERFERENCES IN SCHOOL

Students may not possess radios, televisions, water guns, toys, laser lights, whiteout fluid, permanent markers, aerosol computer cleaners, and other similar items on school grounds or at school activities. The items are taken away from the students and may be returned at a later date.

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. A copy of this policy can be found at the end of this handbook.

ANTI-BULLYING/ANTI-HARASSMENT POLICY (CODE #104)

The Colo-NESCO Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

“Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

“Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantial detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with a student’s academic performance.
- 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.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to

have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site,

*Forms associated with this policy can be located at the end of this document in Appendix A

STUDENT COMPLAINTS

Students may file the 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 5 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint.

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 superintendent.

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;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 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 SCHOLASTIC ACHIEVEMENT

CONFERENCES

Parent-teacher conferences will be held in the fall and spring. Please refer to the school calendar for specific dates.

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.

STANDARDIZED TESTS

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

Federal law states that students cannot be required to submit, without parental authorization, to psychiatric or psychological examinations, testing, or other treatment in which the primary purpose is to reveal information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers; or
- income, including income required by law to determine eligibility for participation in a program for receiving financial assistance under such program.

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

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should contact the Central Office concerning the cutoff dates.

Parents/guardians of open enrolled students whose income falls below the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact the superintendent's office in Colo.

MISCELLANEOUS

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. The 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. Students are to use the telephone only with permission from school personnel. Personal telephone calls, because they forgot something for school, want to go home with someone, etc. will be collect.

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.

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 program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Students need to act responsibly in the lunchroom.

Lunch tickets can be purchased in the office and the yearly cost is determined by the Board and published in the August Newsletter.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

If bus drivers are to do their job effectively and safely, they must have the cooperation of student passengers and parents. The driver cannot be solely responsible for proper student behavior. Riding a school bus is a privilege that can be denied if a student conduct does not meet school expectations.

Bus drivers are to enforce and comply with the following regulations:

1. Only persons whose names appear on the posted passenger lists are permitted to ride on regular bus routes. Visitors may ride only when written or oral permission is given from the principal's office to the school's bus driver. Permission will be granted only upon request from the parent.
2. All passengers are to be discharged from the bus in the afternoon at the same place they boarded in the morning unless the parent files with the principal or bus driver an authorization to discharge the student at a different place. Exceptions could occur if emergency pick-up points change because of visibility or road conditions.

3. Students are under the authority of the bus driver.
4. Passengers are to remain seated at all times, and there is to be NO exchanging of seats. All passengers are to remain seated until the bus comes to a complete stop. Students must keep feet off the seats.
5. Passengers are held responsible and liable for any damage they may do to the buses. Students must keep sharp objects off the upholstery and refrain from damaging the bus.
6. No objects are to be thrown either in the bus or from the bus. Students shall keep the bus clean and pick up any refuse they've created.
7. Emergency doors are to remain closed, and passengers are not to exit from the bus through the emergency doors, except in an emergency drill or situation.
8. Passengers are not to extend limbs of the body or hold objects out of the window.
9. Passengers are not to use profanity, push, scuffle, wrestle, or harass other passengers on the bus.
10. NO WEAPONS OF ANY SORT shall be brought on the bus. This regulation shall be interpreted to include water guns or other devices designed to shoot or spray water. "Shooting" of any material in the bus is not permissible. Distractions are dangerous interruptions that could cause a driver to take his/her eyes off the road.
11. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
12. Students must avoid playing or loitering on the highway when waiting for the school bus.

The bus driver, when having problems with a child, should write up a discipline report and turn copies in immediately to parent, transportation director, and the student's principal.

For a first minor incident, the bus driver should notify the student's parents and discuss the incident and notify the student's principal. The bus driver needs to fill out the School Bus Incident Report and send a copy to the parents, transportation director, and the student's principal: Bus drivers are to let the student and the parents know that a second report within a six week period will result in the loss of the student's riding privilege for three days.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

13. Riders must be at the designated loading point before the arrival time.
14. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
15. Riders must not extend arms or heads out of the windows at any time.
16. Aisles must be kept cleared at all times.

17. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
18. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
19. Riders will be assigned a seat by the driver.
20. Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
21. Riders are not permitted to leave their seats while the vehicle is in motion.
22. Waste containers are provided on all vehicles for riders' use.
23. Permission to open windows must be obtained from the driver.
24. Riders should assist in looking after the safety and comfort of younger riders.
25. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
26. Riders must not throw objects about the vehicle nor out through the windows.
27. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
28. Riders must keep their feet off the seats.
29. Roughhousing on the vehicle is prohibited.
30. Riders must refrain from crowding or pushing.
31. The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
32. Shuttle bus riders are to remain on school grounds after arriving at school.

LIBRARY

The school library is available to students during school hours. The library 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 library. Students may be fined for lost or overdue books. The cost of the fine for a lost book shall not exceed the replacement cost of the book.

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.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

TWELVE SUGGESTIONS OF PARENTAL RESPONSIBILITY

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness, and neatness of dress.
3. Provide a place for study and homework and be available for help.
4. Encourage your child to take part in school activities.
5. Insist that your child bring home any communication from school.
6. Speak well of teachers, principal, school, and the education they are trying to provide.
7. If you don't like what is going on, tell the teacher, counselor, or principal.
8. Take an active part in parent-teacher activities.
9. If your child is involved in a rule infraction, help him/her to face the problem.
10. Check assignment book regularly.
11. Ask children about assignments, offer to help, look over, etc.
12. Ask questions and talk about school daily.

PATRON GRIEVANCE PROCEDURE

Patrons of the school district who have grievances should initiate procedures by meeting with the instructor or employee under whose jurisdiction the alleged problem arose. If, after a reasonable period of time, the problem has not been resolved, the parties should arrange to meet with the principal of the involved building. If, after another reasonable period, the grievance is yet not resolved, the aggrieved parties shall arrange to meet with the superintendent of the district. If, at this time, the problem still exists, the parties or patrons shall arrange to meet with the school board. The district has adopted an Affirmative Action Policy.

COLO-NESCO COMMUNITY SCHOOLS ACTIVITY ELIGIBILITY CODE

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 the board policy and must refrain from conduct that is illegal, immoral, or highly inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by interscholastic associations, the school board, district administration, and individual activity coaches and sponsors.

The following activities are covered by this Activity Eligibility policy and rules.

Interscholastic athletics, instrumental and vocal music concerts, drama productions, speech contests, FFA, National Honor Society, all Co-Curricular Clubs (Art Club, Spanish

Club), All Honorary and elected offices(e.g. class officers, Student Council), Drill Team, Cheerleading of any other activity where the student represents the school outside the classroom.

To be eligible to participate in Colo-NESCO Extracurricular activities, a student must be eligible in all three (3) of the following categories:¹

¹ " Participation" for the purpose of this Code is defined as follows for the categories of activities listed:

Activity Category	Participation Means
Interscholastic Athletics, Cheerleading, Drill Team	Playing in or appearing at a game, competition or contest
Instrumental and vocal music contests, drama productions, speech contests	Performance, competition or contest
FFA and Co-curricular Clubs	Holding Office, attending social or special events (i.e. trips)
National Honor Society	Membership
Elected Offices	Run for election
All Activities	Attendance/membership and/or performance in any event, contest, or competition at which the student represents the school.

- 1) Academic Criteria
- 2) Specific Factors
- 3) Rules of Good Conduct

ACADEMIC CRITERIA

Students in good academic standing may have free and unlimited participation in extra-curricular activities. However, there will be times when a student may fail a course at either 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 two weeks commencing the day grades are issued.

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 extra-curricular contests and competitions in which the contestant is a participant for thirty (30) consecutive calendar days.

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 staff team toward the goals and objectives on the student's IEP or Accommodation plan.

SPECIFIC FACTORS

Students must also meet specific requirements.

Attendance: A student must be in school and attend classes all day of any scheduled event or practice in order to be eligible to participate, unless a reason for the absence is approved by the administration in advance.

Enrollment: Be enrolled or dual enrolled in school.

Age: For students in Athletics, Music, or Speech activities, be under 20 years of age.

Duration: For students in Athletics, Music, or Speech activities, have been enrolled in high school for eight semesters or less.

College: For students in Athletics, not have been a member of a college squad or trained with a college squad, or participated in a college contest or engaged in that sport professionally.

Transfer: 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.

Unique Rules: Coaches and sponsors may make other reasonable rules related to their activity as long as they are approved by the administration and are on file in the Athletic Directors office. Parents/students shall be given these rules in advance of the student's active participation in the activity.

RULES OF GOOD CONDUCT

To retain eligibility for participation in Colo-NESCO High School extracurricular activities, students must conduct themselves as good citizens at all times, both in and out of school. 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 allegations, the basis of the allegations, and given an opportunity to tell the student's side, is found by the principal to have violated these Rules of Good Conduct will lose eligibility to participate in all extracurricular activities.

Under these Rules a student may lose eligibility for improper conduct, including but not limited to any of the following:

- Possession, use or purchase of tobacco products, regardless of student's age.
- Possession, use or purchase of alcoholic beverages, including beer and wine. ("use" includes having the odor of alcohol on one's breath)
- Possession, use, sale, or purchase of illegal drugs or the unauthorized possession, use, sale or purchase of otherwise lawful drugs.
- When not under the direct supervisions of the student's own parent(s), being in a car or in attendance at a function or party where the students knows or has reason to know alcohol is possessed or consumed by minors or other drugs are being used, possessed, manufactured or purchased illegally.²

- 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).
- Conduct that would be a violation of the Student Conduct Code if it occurred at school, on school grounds or at a school sponsored activity.
- Unsportsmanlike conduct, profanity, verbal abuse, or threats toward persons.
- Cheating is reason for lose of eligibility.

If a student transfers into Colo-NESCO from another Iowa school or school district and it is known that the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school district, the student shall remain ineligible for the period determined by the prior school or school district.

PENALTIES

When the administration believes it is more likely than not that the student violated the Rules of Good Conduct at any time during the calendar year, the student is subject to the loss of eligibility as follows:

1st offense: 1/3 of contests in that season, in all activities student is involved in.

2nd offense: 1/2 of contests in that season, in all activities a student is involved in.

3rd or more offense: 1 calendar year of ineligibility from time of offense.

NOTE: For the second or third offense, counseling may also be required, with the type of counseling/assessment to be approved by the school district. Counseling services provided outside the district's guidance program shall be the financial responsibility of the student.

PERIOD OF INELIGIBILITY

The period of ineligibility begins immediately upon the Principal's finding of a violation if the student is currently engaged in an extracurricular activity. If a first time or second time violator is not involved in an extracurricular activity at the time a violation was determined, or if the period of ineligibility is not completed during the current activity, the period of ineligibility shall be carried over to the time the student seeks to go out for the next activity or contest. If the period of time between a violation and the student's participation in an extracurricular activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

If a student drops out of an activity prior to completion of the period of ineligibility, the full penalty will attach (and begin over) when the student next seeks to go out for an activity, subject to the 12 month limitation above.

Records of a student's violation(s) of this Good Conduct Code shall be retained as part of the student's disciplinary file.

A student will not be allowed to work off a violation by starting a program in the middle of the season. Students must start the first day of the season to work off a penalty.

REDUCTION IN PENALTY

Honesty Reduction

An honesty clause will be available for the first offense only. If the student promptly notifies the principal within 48 hours of the infraction, the penalty will be reduced from 1/3 of activities to 1/4 of activities.

Level Reduction

If a student completes a clean calendar year after an offense, the student's next offense will be reduced by one. Example: If a student has his second offense on January 1, and does not commit another offense until January 2 of the following year, it will be treated as a second offense.

ACADEMIC CONSEQUENCES

Unless the student violates these Rules of Good Conduct while on school grounds or at a school event or activity off school grounds, there will be no academic consequence such as detention/suspension for the violation.

If a student is serving a suspension, the student will be ineligible for all extracurricular activities that occur during the period of suspension.

Upon being informed of an infraction of these Rules, the principal may conduct an investigation. When the principal has made a determination that a student has violated these Rules of Good Conduct, the principal shall promptly mail or deliver to the student's parent or guardian a written notice of the violation including a statement of the violation, the punishment, and dates of the punishment. The notice will also contain a statement that the administration's determination of the student violation shall become final unless an appeal is delivered to the Superintendent within 3 business days. A phone call will be attempted for immediate parental notification.

APPEALS

Any student who is found by the administration to have violated these Rules of Good Conduct may appeal this determination to the Superintendent by contacting the Superintendent within 3 calendar days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary within five (5) business days of the superintendent's decision. The review by the board will in closed session unless the student's parents (or the student if the student is 18) request an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Rules of Good Conduct; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of these Rules of Good Conduct 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 any record of the violation and/or the ineligibility period shall be deleted from the student's record.

Qualifications for a Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have the 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 qualify for temporary financial hardship should contact the Secretary during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Colo-NESCO Community School Assistance for Homeless Students

If you are a homeless student and would like assistance, please contact: Superintendent of Schools, Colo-NESCO Community School, 919 West St., Colo, IA 50056, (641) 377-2284; High School Principal, COLO-NESCO Jr. – Sr. High School, 919 West Street, Colo, IA 50056, (641) 377-2282;

The Colo-NESCO Community School has the following policy relating to homeless students:

Homeless Children and Youth

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving education which may exist in district policies or practices. A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular, and adequate nighttime residence, and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

Immunization Requirements: Homeless students shall not be denied enrollment for lack of immunization records if: (1) They have a statement signed by a physician stating that immunization would be injurious to the child; (2) They provide an affidavit stating such immunization would conflict with their religious beliefs; (3) They are in the process of being

immunized; or (4) They are a transfer student from another school. The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

Enrollment Requirements/Placements: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services, and food and nutrition programs.

Appendix A

CODE #104.E1

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:	_____
Name of Complainant:	_____
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	_____ _____
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	_____
Date and place of alleged incident(s):	_____ _____
Names of any witnesses (if any):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

CODE #104.E2
WITNESS DISCLOSURE FORM

Name of Witness:	_____
Date of interview:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____ _____
Date and place of alleged incident(s):	_____ _____ _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed:

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

