

COLUMBUS COMMUNITY SCHOOLS

Secondary School Student/Parent Handbook 2016-17



**Columbus Secondary School
1004 Colton Street
Columbus Junction, IA 52738
Office: 319-728-2231 Fax: 319-728-2205
www.columbuscsd.org**

To inspire every learner to excel.

**Columbus Community School District will create learners ready for
intellectual work and contributions to a global community.**

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Non-Discrimination Policy Statement

It is the policy of the Columbus Community School District not to discriminate on the basis of race, color, creed, national origin, religion, sex, disability, sexual orientation, gender identity, age, political party affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices as required by the Iowa Code. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Tyler Hotz, 6th-12th Assistant Principal, 1004 Colton Street, Columbus Junction, IA 52738, 319-728-2231 ext. 3090, tyler.hotz@columbuscsd.org

Dear Parent/Guardian,

This is your child's student/parent handbook. If you need assistance in translating this information, please contact the secondary building office at 319-728-2231.

Sincerely,

Gary D. Benda

Estimados Padres/Tutores,

Este es el manual de sus niños de la Escuela aPrimaria para Padres y Estudiantes. Si usted necesita ayuda en la traduccion o interpretacion de los documentos, no dude en llamar a la escuela oficina al 319-728-2231 quienes se tomara el tiempo para sentarse con usted y explicarle los resultados.

Sinceramente,

Gary D. Benda

Dear Nupa / Zohkhenhtu,

Hi caa cu na siangngakchia/nupa kutken cauk a si. Hi cauk chung ummi he pehtlai in holh-leh piak hna na herh ahcun zaangfahte in sianginn phone, 319-728-2231 ah rak chon te uh.

Sincerely,

Gary D. Benda

2015-2016
Secondary School Student
Student/Parent Handbook

Dear Students and Parents,

It is with great pleasure that we welcome you to Columbus Secondary School! We are extremely proud of the programs we offer our students and families.

Our faculty and administrators have developed this information to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. This is a quick reference guide that you will find useful throughout the school year.

Whether you are joining our secondary school family for the first time or have been a member for years, we encourage you to become an active member of our school. In addition to the academics, we offer many other educational experiences for you and your family.

We thank you for your understanding that not every possible situation can be foreseen and included within these pages. This by no means is a complete list of all of the rules and regulations of the school. All Columbus Community School District school board policies can be found on our school website: www.columbuscsd.org. The administration reserves the right to add, delete or change procedures in this handbook as necessary.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Sincerely,
Gary D. Benda
Columbus Secondary School Principal
Columbus Community School District Superintendent
gary.benda@columbuscsd.org
(319) 728-2231 ext. 9090

Table of Contents

| | |
|--|-------|
| District telephone numbers | 6-8 |
| The Student Day | 9 |
| Announcements | 9 |
| Attendance | 9 |
| Crisis Plan | 9 |
| Hot Lunch and Breakfast Program | 9-10 |
| Internet/Technology Use | 10-12 |
| Lockers | 12 |
| Lost and Found | 13 |
| Messages for Students | 13 |
| Motor Vehicles/Parking | 13 |
| Open Campus Eligibility Requirements (seniors) | 13-14 |
| School Messenger | 14 |
| School Visits | 14 |
| Student Records | 14-15 |
| Student Drop-off/Pick-up | 15 |
| Student Expression | 15 |
| Telephone | 15 |
| Weather related emergency procedures | 15-16 |
| Academics | 16 |
| Dropping and Changing classes | 16 |
| English as a Second Language Program (ESL) | 16 |
| Field Trips | 16 |
| Honor Roll (High School) | 16-17 |
| Honor Roll (7-8) | 17 |
| Human Growth and Development | 17 |
| Open Enrollment | 17 |
| Talented and Gifted Program (TAG) | 17 |
| Grading Scale | 17 |
| Homework | 18 |
| Power of I | 18 |
| Makeup Work | 18 |
| Graduation Requirements (9-12) | 18-19 |
| PSEO and 28E College Courses | 19 |
| Reporting Student Progress | 19 |
| Grievance Procedures | 20-21 |
| Student Insurance | 21 |
| Discipline Policy | 21 |
| Academic Ineligibility | 21 |
| Cell Phones/Electronic Devices | 21-22 |
| Cheating | 22 |
| Dress Code | 22-23 |
| Drugs/Alcohol/Tobacco | 23 |
| Fighting | 23 |
| Harassment | 24-26 |

Table of Contents

| | |
|--|-------|
| Public Displays of Affection | 26 |
| Stealing/Possession of Stolen Property | 26 |
| Threats | 26 |
| Vandalism/Defacing Property | 26 |
| Weapons/Look Alike Weapons | 27 |
| Investigations Conducted by Administration | 28 |
| Interrogations | 28 |
| Student Searches | 28 |
| Removal from Class | 29 |
| Detention | 29 |
| Suspension (ISS or OSS) | 28 |
| Expulsion | 29 |
| Extra/Co-Curricular Activities and Organizations | 29-30 |
| Columbus Good Conduct Policy | 30 |
| Governed by the Iowa Code | 30 |
| Philosophy Behind the Policy | 30 |
| Student/Parent Agreement | 30 |
| Application of the Good Conduct Policy | 30-31 |
| Violations | 31 |
| Determination of Violations | 31-32 |
| Violation of Penalties | 32-33 |
| Student Transfers | 33 |
| Student Appeal | 33-34 |
| Concussion Awareness | 34 |
| Activity Tickets | 34 |
| Dances | 34 |
| National Honor Society | 34 |
| Silver Cord Award | 35 |
| Student Health Information | 35 |
| Physical Examinations | 35 |
| Student Sent Home for Health Reasons | 35 |
| Communicable and Infectious Diseases | 35-36 |
| Health Screening | 36 |
| Immunizations | 36 |
| Dental Exam | 36 |
| Head Lice | 36-37 |
| Medications | 37 |
| Registration Forms | 37 |
| Transportation | 37 |
| School Bus Regulations | 37-38 |
| Athletic Team Trips and State Meets | 38-39 |

Telephone Numbers

| | |
|--|----------|
| Roundy Elementary | 728-6218 |
| Columbus Junior and Senior High School | 728-2231 |
| Administration Office | 728-2911 |

Office Hours & Times

Secondary Building Office Hours: 7:30 a.m. – 4:00 p.m.

Student School Day Hours

Classes: 8:20 a.m. to 3:28 p.m.

Students walking or being dropped off should not arrive before 8:00 a.m.

Buses unload at 8:00 a.m.

Breakfast: 8:00-8:15

Staff Directory by Building

| <u>Administrative Building</u> | <u>Staff Name</u> | <u>Staff E-mail Address</u> | <u>Ext.</u> |
|--|--------------------------|--|--------------------|
| 1208 Colton Street Columbus Junction, IA 52738 Office: 319-728-2911 Fax: 319-728-8750 | | | |
| Superintendent/Curriculum Director | Gary Benda | gary.benda@columbuscsd.org | 9090 |
| Board Secretary Finance Officer | Neil Mills | neil.mills@columbuscsd.org | 9091 |
| Human Resources/Payroll | Tashia Wheeler | tashia.wheeler@columbuscsd.org | 9093 |
| ELL/Iowa Assessments Coordinator | Jeni Laughlin | jeni.laughlin@columbuscsd.org | 9094 |
| Registrar | Gayle Hoag | gayle.hoag@columbuscsd.org | 9402 |

| <u>High School Building</u> | <u>Staff Name</u> | <u>Staff E-mail Address</u> | <u>Ext.</u> |
|--|--------------------------|--|--------------------|
| 1004 Colton Street Columbus Junction, IA 52738 Office: 319-728-2231 Fax: 319-728-2205 | | | |
| Principal | Gary Benda | gary.benda@columbuscsd.org | 9090 |
| Assistant Principal/Athletic Director | Tyler Hotz | tyler.hotz@columbuscsd.org | 3090 |
| Attendance | | | 2091 |
| Secretary Library/Transportation | Jessica Murphy | jessica.murphy@columbuscsd.org | 3337 |
| Secretary/Attendance | Abby Flores | abby.flores@columbuscsd.org | 3091 |
| High School Guidance Counselor | Chris Wulf | chris.wulf@columbuscsd.org | 9400 |
| Nurse | Barb Chaney | barb.chaney@columbuscsd.org | 2103/1218 |
| Transportation/Media Center | Jessica Murphy | jessica.murphy@columbuscsd.org | 3337 |
| Information Technology | Todd Heck | todd.heck@columbuscsd.org | 9096 |
| Information Technology | Seth Schleef | seth.schleef@columbuscsd.org | 9496 |
| Head Cook | Faye Jay | faye.jay@columbuscsd.org | 3328 |

| <u>Secondary School Teacher Information</u> | <u>Content</u> | <u>Staff E-mail Address</u> | <u>Ext.</u> |
|--|-----------------------|--|--------------------|
| Lori Beenen | Mathematics | lori.beenen@columbuscsd.org | 2106 |
| Joyce Blitsch | ESL | joyce.blitsch@columbuscsd.org | 3202 |
| Pam Braun | Special Education | pam.braun@columbuscsd.org | 3322 |
| Amy Davis | Librarian | amy.davis@columbuscsd.org | 1177/3629 |
| Scott Dennler | Special Education | scott.dennler@columbuscsd.org | 2301 |
| Jeff Gilmore | Physical Education | jeff.gilmore@columbuscsd.org | 9602 |
| Ana Gomez | Spanish | ana.gomez@columbuscsd.org | 3203 |

| | | | |
|------------------|-----------------------------|--|------|
| Jennifer Herr | Special Ed | jenn.herr@columbuscsd.org | 3324 |
| Jena Holkamp | Family&Consumer Science | jena.holtkamp@columbuscsd.org | 3332 |
| Joel Keller | 6-8 Language Arts | joel.keller@columbuscsd.org | 2302 |
| Kasey Keltner | 6-8 Social Studies | kasey.keltner@columbuscsd.org | |
| Chelsea Kies | Social Studies/Life Skills | chelsea.kies@columbuscsd.org | 3205 |
| Charles Mausser | Band and Chorus | charles.mauser@columbuscsd.org | 3335 |
| Robin McClanahan | Business Education/BPA | robin.mcclanahan@columbuscsd.org | 2624 |
| Jake McCullough | PE/Health | jake.maccullough@columbuscsd.org | ? |
| Tom McGehearty | Industrial Technology | tom.mcgehearty@columbuscsd.org | 3620 |
| Maureen Mincks | Social Studies | maureen.mincks@columbuscsd.org | 3333 |
| Christine Mons | 6-8 Math | christine.mons@columbuscsd.org | 2207 |
| Andrea Nussbaum | Guidance Counselor | andrea.nussbaum@columbuscsd.org | 3340 |
| Debbie Paulson | Special Education | debbie.paulson@columbuscsd.org | 3201 |
| Barb Peters | Special Education | barb.peters@columbuscsd.org | 2304 |
| Tessa Pugh | TAG | tessa.pugh@columbuscsd.org | 2205 |
| Rachel Rees | 7-8 Art | rachel.rees@columbuscsd.org | |
| Steve Riley | English | steve.riley@columbuscsd.org | 2100 |
| Jan Rutt | 6-8 Science | jan.rutt@columbuscsd.org | |
| Mark Robinson | Science | mark.robinson@columbuscsd.org | 3331 |
| Tony Simmons | Health | tony.simmons@columbuscsd.org | 2213 |
| Matt Staab | Mathematics | matthew.staab@columbuscsd.org | 3204 |
| David Suter | Science | deviid.suter@columbuscsd.org | 3330 |
| Scott Symmonds | Social Studies/Dropout Prev | scott.symmonds@columbuscsd.org | 2125 |
| Kassandra Veach | Agriculture Education | kassandra.veach@columbuscsd.org | 3621 |
| Matt Wagner | Art | matthew.wagner@columbuscsd.org | |
| Wendy Watson | English | wendy.watson@columbuscsd.org | 3203 |
| Chris Wulf | Dropout Prevention/Guidance | chris.wulf@columbuscsd.org | 9400 |

Roundy Elementary

1212 Colton Street
Columbus Junction, IA 52738
Office: 319-728-6218
Fax: 319-728-2134

Principal
Secretary
Secretary
Guidance Counselor
Nurse
Information Technology

Information Technology

Head Cook
Family Contact
Preschool
Preschool
Preschool
Kindergarten
Kindergarten
Kindergarten
First grade
First grade
First grade
Second grade
Second grade
Third grade

Staff Name

Jeni Laughlin
Brenda Wilson
Abby Flores
Kelly Tyler
Barb Chaney
Todd Heck
Seth Schleef
Janice Pugh
Biak Thang
Jennifer Young
Eileen Heck
Deb Negley
Amy Widmer
Sarah Davis
Tiffany Wiele
Jody Schmitz
Kim Wilson
Kristen Payne
Teresa Murry
Katie Sands
Anna Huston

Staff E-mail Address

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kelly.tyler@columbuscsd.org
barb.chaney@columbuscsd.org
todd.heck@columbuscsd.org
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janice.pugh@columbuscsd.org
biak.thang@columbuscsd.org
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jody.schmitz@columbuscsd.org
kim.wilson@columbuscsd.org
kristen.payne@columbuscsd.org
teresa.murry@columbuscsd.org
katie.sands@columbuscsd.org
anna.huston@columbuscsd.org

Ext.

1090
1092
1091
1129
1218/2103
9096
9496
3328

| | | | |
|-------------------------------|------------------|--|------|
| Third grade | Kari Zuniga | kari.zuniga@columbuscsd.org | |
| Third grade | Codi Sammons | codi.sammons@columbuscsd.org | |
| Fourth grade | Darrell Headings | darrell.headings@columbuscsd.org | |
| Fourth grade | Sherri Orris | sherri.orris@columbuscsd.org | |
| Fifth grade | | | |
| Fifth grade | | | |
| Fifth grade | | | |
| Fifth grade | | | |
| ESL | Jill Hernandez | jill.hernandez@columbuscsd.org | |
| ESL | Sarah Hernandez | sarah.hernandez@columbuscsd.org | |
| ESL | Christina Schenk | Christina.schenk@columbuscsd.org | |
| Special Education | Marcia Everett | marcia.everett@columbuscsd.org | |
| Special Education | Nicole Kitchen | Nicole.kitchen@columbuscsd.org | |
| Special Education | Megan Silva | megan.silva@columbuscsd.org | |
| Special Education | Sara Wellington | sara.wellington@columbuscsd.org | |
| Title I Reading | Denise Ball | denise.ball@columbuscsd.org | |
| Title I Reading | Katie Beard | katie.beard@columbuscsd.org | |
| Title I Reading | Amy Connolly | amy.connolly@columbuscsd.org | |
| Title I Reading | Emily Burroughs | Emily.burroughs@columbuscsd.org | |
| Library/Media | Amy Davis | amy.davis@columbuscsd.org | |
| Art | Matt Wagner | matt.wagner@columbuscsd.org | |
| Band | Charles Mausser | charles.mausser@columbuscsd.org | |
| Music | Molly Peterson | molly.peterson@columbuscsd.org | |
| Physical Education | Tony Simmons | tony.simmons@columbuscsd.org | |
| Talented and Gifted | Tessa Pugh | tesa.pugh@columbuscsd.org | |
| Custodians Office | | | 1113 |
| AEA – Speech | | | |
| AEA – Educational Consultants | | | 1115 |

School Information

School Song: (Tune: Notre Dame Victory March)

Cheer, Cheer for old CC High,
Our old school spirit never will die,
Games and speeches, music too,
We are the best whatever we do, Rah! Rah! Rah!
We're all for you dear CCHS
In all the land forever the best,
In our hearts you'll always be,
The one and the only School

School Mascot: Wildcat

School Colors: Royal Blue and White

THE STUDENT DAY

ANNOUNCEMENTS

Announcements will be made each day at the beginning of the advisory period. It is the student's responsibility to listen carefully and be certain to understand the announcements. A copy of the announcements will also be posted each day on a bulletin board in the student center for those students absent when announcements are read. Only announcements concerning student business will be made.

ATTENDANCE

Regular, on-time school attendance is critically important for a child's learning. When a student is absent, he/she is missing valuable instruction, discussion and opportunities for learning that can't be easily made up. Students arriving to school late, leaving early, or not in attendance at all are missing important learning opportunities. The school recognizes that scheduling medical and dental appointments for non-school hours is not always possible; however, parent cooperation to maintain the continuity of the school day as much as possible is greatly appreciated. You must stop in or call the office and check your child out of school before taking your child. The office will call down to your child's classroom and have him/her retrieve belongings and come to the office. If the number of days a student fails to attend school without reasonable excuse exceeds 10% of the number of possible school days attended, this would classify that student as a truant student. If this classification occurs, the parent/guardian will receive notice and a meeting may be held to assist with creating a plan to help improve the student's attendance. The building principal may also determine that the number of reasonable excuses has become excessive. If the student's attendance does not improve, the county attorney may be notified. If your child is involved in an activity, they must be at school at least one half of the day during that school day to participate in that activity.

CRISIS PLAN

Columbus Community School District has a crisis plan, which includes procedures on fire, tornado, intruder, and other emergencies. For intruder emergencies we utilize the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) procedures. The students will review/practice these procedures regularly.

HOT LUNCH AND BREAKFAST PROGRAM

A computerized Lunch Express system will be used. Each child has an assigned pin number. Each student has an ID Card. The first card is issued free to each student. If the card is lost or damaged, the student will be issued another for \$1.00. Deposits to student lunch accounts are to be given to the secretaries in the high school office from 7:45a.m. to 8:30a.m., and 11:00a.m. to 12:30p.m. A receipt will be issued for all deposits. When the student's account contains only \$5.00, the student is notified so that more money may be deposited in the account. Free or reduced lunch and breakfast are available for those who qualify. Guidelines are available in the lunch secretary's (Mrs. Brenda Wilson) or the superintendent's office. **There will be no charging starting the last full week of school. All accounts need to be paid in full before the end of the school year.**

At the end of the school year if your child has money in his/her lunch account, it will be rolled over for use the following school year. If your child is leaving the district, a refund of the amount that is in his/her account will be given or mailed to you.

Students bringing lunches to school must eat their lunches in the lunchroom. ***NO STUDENT IS ALLOWED TO GO HOME FOR LUNCH UNLESS HE/SHE HAS OPEN CAMPUS DURING THE LUNCH PERIOD.*** No carry-out/delivery ordering may be done during school hours unless first approved by the principal (or designee). **NO** friends may accompany a student leaving school premises without permission from the principal (or designee).

EMERGENCY INFORMATION MUST BE KEPT CURRENT. We need the parent's work number, an emergency number to contact other than the parent, the family physician, and dentist on file.

INTERNET/TECHNOLOGY USE

The Columbus Schools information technology resources, including servers, network services, computers, printers, Internet access, telephones, video, peripherals, applications, library catalog, online resources, and multimedia, are provided for educational purposes. Having students follow this policy is necessary for continued access to the school's technological resources. Below are the conditions of use:

- Students must use only assigned accounts.
- Students may not view, use, or copy passwords, data, or networks to which they do not have authorization to use.
- Students may not distribute private information about others using district equipment. Students are cautioned about the use of social network sites (i.e. Face Book) from school or from home, or any other location. Issues dealing with cyber bullying and harassment are dealt with in board policy.
- Students must respect and protect the integrity, availability, and security of all electronic resources.
- Students are required to observe and follow all network security practices, as posted.
- Students are asked to report security risks or violations to a teacher, principal, or a member of the technology staff.
- Students are cautioned not to destroy or damage data, networks, or other resources that do not belong to them. This includes all computers and technology related hardware. (Board Policy 502.2)
- Students are asked to conserve, protect, and share these technology resources with other students and Internet users.
- Students must respect and protect the intellectual property of others.
- Students are reminded not to infringe copyrights of others (no making illegal copies of music, games, or movies).
- Students are reminded not to plagiarize the written work of others.
- Students must respect and practice the principles of community.
- Students are reminded to communicate only in ways that are polite and respectful.
- Students are reminded to report threatening or discomfoting materials seen on the computer to a teacher.

- Students will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Students will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Students will not use the resources of the district to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam email, chain letters, or other mass unsolicited mailings.
- Students will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. Any financial obligation resulting from network use, such as purchase of goods and serviced via the Internet or phone services, are the user's responsibility and not the responsibility of the Columbus Community School District.
- Students will not attempt to harm, alter, disable, or destroy any system, or data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly, or blocking other users or systems by mass consumption of resources. (Down loading un-authorized video, music, etc.)
- Students will not attempt to bypass the school's Internet content filtering software.
- Students need to know that only the school's technology staff under the direction of the Technology Director shall perform the configuration and install computer equipment for use on the school's network. Connecting laptops or other devices to the District's network is prohibited whether these devices are owned by the District or not, except when done by the District's technology staff or designates. Anyone who attempts to connect equipment not authorized by the district's technology department to the school's/district's network shall be liable for disciplinary and possible legal action.
- Students will not have any gang, drug, or alcohol related symbols or pictures and/or sexually suggestive pictures on any computer or technology related hardware.

School and network administrators monitor all use of information technology resources to help ensure that uses are secure and comply with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The Columbus Community School District also, will cooperate fully with local, state, and/or federal officials in any investigation to any illegal activities conducted through the service.

The network and technology is a privilege. Columbus Community School District at any time and for any reason or for no reason may discontinue general access to the network or rescind the user's privilege of using the network and technology. Violations of these rules may result in disciplinary action, including and not limited to, the loss of a student's privileges to use the school's information technology resources.

First Infraction:

The student will lose Internet and/or computer access for one week. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

Second Infraction:

The student shall forfeit all Internet and/or computer privileges for a period of three weeks. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access rights to the Internet and or computers will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

Third Infraction:

The student shall forfeit all Internet and/or computer privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access rights to the Internet and or computers will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

If consequence will impact a computer-based course, the consequence will be evaluated by school administration to allow for course completion.

LOCKERS

Students will be assigned a locker each year. Students are not to change lockers unless first approved by the building principal (or designee). Students are to keep the lockers neat and are not to write on or in them. Students are not to store pop or other perishable foods in the lockers. Students are to keep only their own belongings in their locker and are advised to keep them locked at all times. Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces (coat, backpack, purse, car, etc.) are subject to unannounced inspections or searches. Students have no legitimate expectations of privacy of the locker, desk or other space. School officials in the presence of the student or another individual may conduct periodic inspections or searches of all or a random selection of lockers, desks or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. Students are reminded that Columbus Community Schools will not be held liable for any lost, stolen, or vandalized personal property on campus.

Junior High students who wish to have a padlock, need to see Mrs. Jan Rutt. The cost for the padlock will be \$5.00 which is refunded when the student returns the padlock to Mrs. Rutt at the end of the school year. Students are NOT to use their own padlock.

All students who engage in physical education classes and or athletics will be issued a locker in one of our locker rooms. Padlocks will be issued for physical education lockers free of charge. Students who lose or damage the padlock will be charged \$5.00. We ask that students do not change lockers or locks without permission, remember to keep lockers locked at all times, and to not leave belongings out during physical education classes or athletics. Students are reminded that Columbus Community Schools will not be held liable for any lost, stolen, or vandalized personal property on campus.

LOST & FOUND

Items found on the playground, in classrooms, and hallways that are not claimed are turned into the basket located in the high school office. We encourage parents to periodically check this area for their child's lost belongings.

MESSAGES FOR STUDENTS

It is important that parents/guardians call the office **BEFORE 2:00 p.m.** (Monday-Thursday) and **BEFORE 1:00 p.m.** (Friday) with change of after school transportation. If you wait until late in the afternoon to call, it is very difficult to get messages to your child, so please call early.

MOTOR VEHICLES/PARKING

Students who hold a valid driver's license may drive to and from school. Students must park in the south parking lot. Students may be denied the privilege to drive to school if they violate driving laws on school grounds. Vehicles parked in any of the below areas are subject to being towed.

- Students are not allowed to park in areas marked yellow.
- Fire lanes have been marked for no parking. Vehicles parked in these designated areas are subject to being towed.
- Students are not allowed to park in any specially designated parking spots including, but not limited to, handicapped parking spaces, secretary parking spaces, etc.

OPEN CAMPUS ELIGIBILITY REQUIREMENTS (Seniors)

Open Campus is a privilege and reward for Columbus students performing at higher standards in regard to attendance, tardiness, grades, grade point average, discipline, and credits earned. It is also designed to reward students who demonstrate that they can make good decisions and exhibit role model qualities. Students with the open campus privilege must leave campus when not in class. Students who can't reasonably leave campus or return on time may not be granted Open Campus privileges despite meeting all other criteria. The following is a list of requirements for students who have Open Campus:

1. Open Campus is only an option for students classified as seniors.
2. Students must be ahead of schedule in their credits toward graduation.
3. The student must be in good academic standing. Minimum simple GPA of 2.80 from the previous semester.
4. The student must have a 3.00 cumulative GPA or higher.
5. The student must be proficient in math, science and reading as determined by their Iowa Assessment scores from the previous year.
6. The student must have had no serious breaches of school policies and/or behavioral occurrences that have resulted in suspension from school. Nor can he/she have set a pattern of several less serious office referrals in the previous semester. This will be left up to the discretion of the building principal or designee.
7. An open campus application must be filled out and approved/signed by the parent and HS principal.
8. Once approved, the student must continue to meet all guidelines and rules to continue to have the open campus privilege.
9. Parents must agree to allow the student to leave campus. Open Campus privileges may be suspended temporarily or revoked permanently under the following conditions:

Open Campus privileges may be suspended temporarily or revoked permanently under the following conditions:

1. The student is tardy to the next class after the open campus period. (1st Tardy=1 week; 2nd Tardy=Privilege revoked for remainder of the semester)
2. The student has more than 1 unexcused absence in the semester that open campus has been granted.
3. The student is referred to the office for multiple disciplinary infractions as determined by the building principal or designee.
4. The student is failing any class at the end of the quarter.
5. The student returns from the open campus period under the influence of alcohol or any other controlled or uncontrolled substance.

SCHOOL MESSENGER

The school district uses a telephone messaging service that sends messages to a student's home telephone or cell phone. (Each family can list up to five (5) different telephone numbers and whether they want the message in English or Spanish.) These messages will inform them of cancelled school or important messages for updating patrons.

SCHOOL VISITS

Parents are always welcome and encouraged to visit in your child's classroom. We ask that you call to schedule a visit so an appropriate time can be arranged. It is recommended that visits occur after the first week of school, as this is a time of adjustment for the students, and before the last week of school, as classrooms are testing and ending the school year. If a student wishes to bring a guest to school, the student must receive permission from the principal **prior** to the guest's visit. The principal has the discretion these requests. All visitors must enter through the front entrance and check in at the office to receive a visitor's badge.

STUDENT RECORDS

Parents of students may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the record; to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy; and to have the records explained. The records of each student are generally located in the building, which he/she is attending. The person in charge of record maintenance for each school building will note when records have been requested for review and who is making the request. The name and position of the persons responsible for maintenance of student records for each school building are listed below:

| | |
|--|-----------------|
| Grades PK-5 Principal | Jeni Laughlin |
| Grades PK-5 Guidance Counselor | Kelly Tyler |
| Grades 6-12 Assistant Principal | Tyler Hotz |
| Grades 6-12 Principal | Gary Benda |
| Grades 6-12 Guidance Counselor | Andrea Nussbaum |
| Grades 6-12 At-Risk/Dropout Prevention | Chris Wulf |

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 have the opportunity to view the student's transferring records and have a right to a hearing to challenge the content of the student's records. Parental consent is not necessary to forward a

student's records neither to a student's new school district nor 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 DROP OFF/PICKUP

If you are dropping your child off before school, please drop him/her off at the main entrance of the school. If they are late arriving, the student must check in at the main office. They will receive a pass and then go to class.

STUDENT EXPRESSION

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible and school-appropriate. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, **except** expression which...

- Is obscene
- Is libelous
- Contains indecent, vulgar, profane or lewd language
- Advertises any product or service not permitted to minors by law
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age, sexual orientation, or ethnic origin)

Students (and student organizations) who wish to post or distribute information must receive permission from the principal (or designee) before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

TELEPHONE

Students may use the school phone with the permission of the classroom teacher, the school secretary or any adult employee. The phone's intent is to be used for school business or for health reasons. We encourage you to arrange after school plans with your child in the morning before she/he leaves for school, and we ask that you not call your child out of class unless it is an emergency. Messages for your children may be left at the office.

WEATHER RELATED EMERGENCY PROCEDURES

When school is delayed in starting, dismissed early, or closed, (canceled) because of weather anywhere in the district, all buildings will be so affected. On late start days, there will be no breakfast programs. The decision may be made to keep students in the buildings until such time

as the weather is safe. Buses may be held or may not be sent out at all. In all cases, the safety of children will be the major consideration in making this decision. An announcement will be broadcast as early as possible.

Broadcast/Communication Avenues:

KCII-AM 1380 - Washington

KWQC TV - Channel 6 - Davenport

WQAD TV - Channel 8 – Moline

Mt. Pleasant Radio – KILJ 105.5 FM

Fox 18 – Davenport

Columbus Community Schools Website

Columbus Community Schools Phone Messenger

ACADEMICS

Columbus Secondary Staff are committed to provide the very best school experiences for your child. We believe in working together in partnerships with parents to solve problems and to create sound education programs for all of our students. During the school year, if you have a concern or question about any aspect of your child's education, please contact his/her teacher or the principal.

Each student at Columbus Community Schools is expected to try to achieve to the best of his/her ability. Faculty members are available from 8:00 AM to 8:15 AM, 3:30 PM to 3:45 PM and by arrangement to help students who may be in need.

DROPPING OR CHANGING CLASSES

When the schedule has been determined, a student will not be allowed to make any schedule changes unless recommended by an instructor and approved by the principal. In certain situations, summer dates for schedule changes may be provided. Classes are dropped or changed with the written consent and approval of the principal, guidance counselor and/or the parents.

ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

The mission of the ESL program is to develop student's academic and social language. The philosophy of the program is for English language learners to develop and master their English proficiency in reading, writing, listening, and speaking abilities. These services may be provided within the classroom, or the students may be pulled out of the classroom to a different location to receive this specific instruction.

FIELD TRIPS

Prior to attending a field trip, a student must return a Parent Permission Form signed by the student's parents. Typically, this is done at registration. 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.

HONOR ROLL (HIGH SCHOOL)

Students who maintain a "B" average or better in their classes will be placed on the honor roll. Students who take four or fewer classes will not be considered for the honor roll. Students who receive an "F" will **not** be placed on the honor roll for that grading period. Students who receive a withdraw/fail grade will **not** be included on the honor roll.

Home study, alternative school courses, and correspondence courses will **not** be included in the student's grade point average. Post-secondary options courses, however, will be included in the student's grade point average. Students who drop a class before the first grading period (Quarter 1 or Quarter 3) the grade will show as a *withdraw* on the students' records. Students who drop a class after the first grading period (Quarter 1 or Quarter 3) the grade will become a *withdraw/fail* and will be included in the students' grade point average. Students who are dropped from a class due to disciplinary reasons before the first grading period (Quarter 1 or Quarter 3) may receive a *withdraw/fail* grade if so determined by the principal and guidance counselor. Students who receive a *withdraw/fail* grade will **not** be included on the honor roll.

HONOR ROLL (7-8)

Students who maintain a "B" average or better in the main classes in their courses will be placed on the honor roll that will be published following each grading period. Students who receive a "D" or "F" in any class will **not** be placed on the honor roll for that grading period. All classes will be counted toward a student's G.P.A.

HUMAN GROWTH AND DEVELOPMENT

The Columbus Community 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 the right to have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1 of the school year preceding the school year in which they wish to open enroll**. Students interested in open enrolling out of the school district must contact the superintendent for information and forms. High school students open enrolling into the district shall not be eligible for participation at the varsity level in interscholastic athletics during the first ninety (90) days of open enrollment into the school district.

TALENTED AND GIFTED PROGRAM (TAG)

We recognize that gifted learners each have unique talents and needs that require a continuum of options for challenge and acceleration of academic programs. The mission of the Columbus Community Schools Gifted and Talented program, grades K-12, is to recognize the academic and affective strengths and needs of all gifted learners and to actively support their growth. Specific identification criteria are utilized to identify who qualifies for TAG programming. For details please contact the TAG teacher.

GRADING SCALE

The following grading scale will be used for grades 7-12:

| | | | |
|-------------|------------|-------------|-------------------|
| A+ = 100% | A = 99-94% | A- = 93-90% | |
| B+ = 89-88% | B = 87-84% | B- = 83-80% | |
| C+ = 79-78% | C = 77-74% | C- = 73-70% | |
| D+ = 69-68% | D = 67-64% | D- = 63-60% | F = 59% and below |

HOMEWORK

Instructors 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.

MAKE-UP WORK

Most instructors are in their rooms from 8:00 AM to 8:15 AM and after school until 3:45 PM and can help any student who needs to make up work because of absence. Students will be given (2) two days for every absence up to (1) one week. After (1) one week, other arrangements should be made with the instructor. Make-up work should be picked up during homeroom. Parents are encouraged to call the school and arrange pick-up of schoolwork for extended absences.

GRADUATION REQUIREMENTS (9-12)

Graduation from Columbus Community High School is by accumulation of credits. One credit is assigned per semester for each subject completed. Fifty-**eight** (52) credits are required for graduation. In addition, the following credits required are by state law and/or board policy.

English – 8 credits

- **MUST** pass English 1, English 2, **OR** it's transferred equivalent.
- Publications can be taken twice for an English credit; anything over that is a miscellaneous credit.

Mathematics – 6 credits

- **MUST** have two credits of Algebra 1 (semester 1 and semester 2)

Physical Education – 6 credits

- **MUST** have two (2) credits in P.E. classes and two (2) credits in Strength Training classes.
- **MUST** take 1 semester of CPR
- Anything over 6 credits will be non-credit

Science – 6 credits

Social Studies – 6 credits

- **MUST** have 1 credit in Government
- **MUST** have 1 credit in US History 1 and 1 credit in US History 2

Courses for graduation required by state law include American Government, American History (US History 1 and US History 2), and Physical Education.

A student may be eligible for graduation when the number of credit have been obtained but not before the end of the third year of high school. The high school principal or designee shall submit a list of persons eligible for diplomas or certificates of attendance to the board for approval in the month of May each year. The Home Assistance Program Coordinator shall do the same. Students must have successfully completed the district and state requirements for

graduation to be eligible for participation in graduation exercises. Any exceptions will be left to the discretion of the high school principal/designee. Any student after four (4) years of attendance, may make-up their failed courses through correspondence work or by returning to school. When these failed courses have been made up, the student may receive a regular diploma. Required courses taken at a post-secondary institution, which are duplicates of courses offered at Columbus Community High School, will not count toward graduation.

Credit may be earned through

- The Columbus Community High School (including post-secondary option courses)
- Transfer from another approved high school
- Columbus Alternative School (PLATO Classes) – 1 credit per course passed
- Approved correspondence work – 1 credit per correspondence course passed

PSEO AND 28E COLLEGE CLASSES

High school students in 11th and 12th grade, who are proficient in math, reading, and science on the Iowa Assessments, may take college course work at district expense (up to \$250/class). Parents must attend a Muscatine Community College (MCC) parent meeting about college expectations and reimburse the district should the student fail the class.

REPORTING STUDENT PROGRESS

Student progress is reported to parents four times a year through scheduled parent teacher conferences, report cards, and midterms. Additionally, staff members communicate informally with parents whenever the need arises. Parents are encouraged to contact their child's teacher anytime they have a question about their specific child. Grades, class assignments and tests can be checked on PowerSchool. Each child has a different ID number. You will need this information in order to check on your student's grades. This ID information can be obtained by calling the guidance office at 728-1004. If you have questions concerning your child's progress, please call/or see your child's teacher.

Report cards will be issued to secondary school students approximately one week following each nine-week period of school. The report card will list all subjects in which the student is enrolled for that grading period. Parents may also check the student's grades on-line through Power School. Students who are earning a "D" or "F" will have their mid-quarter reports mailed home. The report card does not need to be returned. A phone message will occur prior to report cards being sent home with students to inform parents to be expecting them.

Any student who receives an incomplete quarter or semester grade may have no more than 10-school days after the end of the grading period to complete his/her work. If the incomplete work is not completed during this time period, the incomplete work becomes an F. Quarter grades are merely mid-semester progress reports to parents. Semester grades only are apart the student's permanent records. These grades are also the ones to be sent to colleges and to be used to compile class rank for high school students.

Note: Students are expected to take semester tests on the designated dates at the end of each semester. Special arrangements may be made to take semester tests at an alternate time only in emergency situations and must have prior approval from the principal.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

LEVEL ONE (Principal, Immediate Supervisor, or Personnel Contact Person)

Informal and Optional - may be bypassed by the grievant.

A student or a parent of a student with a complaint of discrimination based upon his/her race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status is encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

LEVEL TWO (Compliance Officer)

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint. The Compliance Officer is: Tyler Hotz 6-12 Assistant Principal, 1208 Colton Street Columbus Junction, IA 52738 319-728-2911 ext: 3090
tyler.hotz@columbuscsd.org

LEVEL THREE (Superintendent / Administrator)

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. Gary Benda, Superintendent of School Columbus Community School District, 1004 Colton Street Columbus Junction, IA 52738 319-728-2231 gary.benda@columbuscsd.org

LEVEL FOUR (Appeal to Board)

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

STUDENT INSURANCE

Student insurance is not provided by the school district. The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises. Extra student insurance may be purchased by parents beyond their personal family insurance. Any questions concerning the school insurance may be directed to the office of Lowe Insurance Agency, Inc. of Columbus Junction, IA.

DISCIPLINE POLICY / PROCEDURE

Any list of conduct rules can usually be summarized into one: "Be respectful of others." This includes respect for the property of others. We teach this idea of citizenship in many different ways throughout the school day. We have the utmost respect for your child. In return, we ask your child to treat all adults and other students in the building with the same high degree of respect. Consequences for disrespectful behavior will vary depending on the severity of the behavior. As our partners, parents will be notified when the behavior warrants it. Students will also have the opportunity to learn that being a citizen of the United States, of Iowa, and of the Columbus Community School District entitles students to special privileges and protections. Citizenship also requires that students should 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. Listed below are common offenses.

ACADEMIC INELIGIBILITY

Academic ineligibility is the loss of participation in activities because of failing grades. The academic ineligibility policy is a state-mandated policy, also known as the "Scholarship Rule" for all member schools.

In accordance with state rules, all students in grades 7-12 must be passing **all** classes at the end of each grading period in order to be eligible to participate in extra-curricular activities. This means that students must be passing all classes at the end of each semester as well as at the end of the 1st and 3rd quarter. If a student receives an (F) for 2nd or 4th quarter, but still earns a passing grade for the semester, he/she **would** be eligible according to state and Columbus School District policy. PSEO online college classes are also included classes for the purposes of eligibility.

Students who do not meet the academic requirements as explained above will become ineligible to dress for or compete for 30 calendar days (high school) and 15 calendar days (middle school) from the first playing date.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices may be used only before school, between classes, and during lunch. Cell phones and other electronic devices may be used in the classroom with teacher permission for educational purposes only. The school is not responsible for any lost, stolen, or damaged cell phones or electronic devices.

CONSEQUENCES FOR INAPPROPRIATE USE OF CELL ELECTRONIC DEVICES

- -If a student is using a cell phone or other electronic device inappropriately or without permission during class, the classroom instructor will confiscate the device and return it to the student at the end of the period.
- -If the student does not produce the device an administrator will be called and further consequences could be issued.
- -If the student continues to disrupt the educational process with his/her electronics on a regular basis, he/she will be subject to more severe consequences including parent meeting, restriction, detention, or other.

Inappropriate use of cell phones such as harassment, cheating, and inappropriate photos is a potential legal issue and will not be tolerated in Columbus Community Schools. If the student participates in these types of behavior, he/she will be subject to more severe consequences including suspension, loss of cell phone privileges, and/or criminal charges.

CHEATING

Cheating is defined as follows:

- Finding out answers from previous sections.
- Copying another person's paper.
- Answers written on hands.
- Crib sheets.
- Whispering during test.
- Looking at another person's test.
- Doing another person's work.
- Computer copying (making copies of disks).
- Handing in a paper used in another class.
- Plagiarism.
- Stealing tests or answers.
- Answers found by use of cell phones during test

Both the person who cheated and the person who allowed the cheating to occur will earn consequences.

The penalties for cheating will be as follows:

Mandatory: Student will fail the assignment; parents will be contacted.

Optional: Student may be removed from the class, face suspension, and fail the class and/or face loss of internet privileges for that class.

DRESS CODE

The school believes inappropriate student appearance can cause material and substantial disruption to the school environment or can present a threat to the health and safety of students, employees, and visitors on school property within the jurisdiction of the school district.

Students should be dressed and groomed in a manner that does not create a disruption to the normal flow of the school day. Student dress and grooming should be in good taste and appropriate for the school day and related school activities. Dress should never cause a distraction to students or staff.

The following guidelines will be in place:

- The dress code applies to the school day as well as to extracurricular activities
- Dresses, skirts and shorts should be as long as the length of a student's arms stretched downward along the length of body. There should be no exposed skin above the student's fingertips.
- Gang-related clothing is prohibited
- Undergarments should not be visible (Sports Bras are considered undergarments, and are inappropriate to be visible during the school day.)
- Shirts should not expose cleavage or stomach area.
- State law prohibits alcohol, tobacco, or drug advertising on clothing in a public school.
- Clothes with any obscenity or innuendo that is demeaning to gender, race, sexual orientation, or other social groups are not allowed.
- Students are to wear shoes in the building at all times.
- Hats, bandanas, or any other head-cover should not be worn in the building during school hours.

Students in violation of the dress code will be given one opportunity to correct the violation by wearing school-provided clothes or immediately change into more appropriate clothes. Failure to follow the dress code will result in possible detention, suspension, or removal from school upon the principal's or designee's discretion. (The principal, or designee, will have final say on what is/is not appropriate.)

DRUGS/ALCOHOL/TOBACCO

State Law and the Board of Education policy prohibit the possession, use, or the state of being under the influence of illegal drugs, controlled substances, imitation substances, drug paraphernalia, dealing/selling drugs, alcoholic beverages, or tobacco by any student on school property or adjacent to school grounds. Any violation of this policy **will be reported to law enforcement officials** and result in suspension and/or expulsion of student(s) involved. Student will also be subject to criminal charges. The above policy applies TO ALL STUDENTS REGARDLESS OF AGE. This policy also applies when students are on field trips, at school-related activities, and school transportation.

FIGHTING

Fighting will not be tolerated on school property, during bus transportation or at any school-sponsored activity. The principal and/or designee will conduct a thorough investigation to determine the level of involvement of students. The principal and/or designee will determine appropriate consequences based on this investigation for the students involved which may include the following:

- Detention
- Restriction
- In-school suspension
- Out-of-school suspension
- Notification of law enforcement for possible charges of assault and/or disorderly conduct
- Expulsion

Repeated offenses may result in more severe consequences as determined by administration.

HARASSMENT

Student to Student:

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures that may include suspension or 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 that 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. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student 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 substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell

phones, electronic text messaging or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- ⊖ Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the following occur:

- Submission to the 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The **Building Principal** or designee will be responsible for handling all complaints by students alleging bullying or harassment. The **Building Principal** or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

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 in the registration materials
- Inclusion on the school or school district's web site and a copy shall be made to any person at the central administrative office at 1210 Colton Street.

PUBLIC DISPLAY OF AFFECTION

Holding hands is acceptable. Public displays of affection that are not allowed include, but are not limited to the following: kissing or inappropriate embracing/touching. Failure to follow school policy will earn a student any or all of the following consequences:

- Conference with administrator
- Parent notification
- Detention
- Restriction

STEALING/POSSESSION OF STOLEN PROPERTY

Theft will result in a minimum one-day in-school suspension, the parent being contacted, and possible legal action depending on the severity of the infraction. Restitution of the stolen property will also be required.

THREATS

All threats of violence, whether oral, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to the administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

VANDALISM/DEFACING PROPERTY

Vandalism is defined as "willful or malicious destruction or defacement of school property, including drawing/writing on lockers, walls, and desks." Vandalism will result in a minimum one-day in-school suspension, the parents being contacted, and possible legal action depending on the severity of the infraction. Restitution of the vandalized property may be required.

WEAPONS/LOOK ALIKE WEAPONS

The school district facilities are not an appropriate place for weapons or dangerous objects. 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. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are under the control of the school district. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Parents shall be notified if their student is found to be in possession of weapons.

The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Secondary Building Matrix Expectations by Settings

| <i>Expectations:</i> | <i>Lunch Room</i> | <i>Bathrooms</i> | <i>Hallway</i> | <i>Large group Assemblies</i> | <i>Classroom</i> |
|-----------------------------|--|---|---|---|--|
| Positive | Role Models Help Others | Use Manners | Be polite, helpful, considerate, smile | Show Appreciation, Eyes on speaker | Use Manners, Be Kind, Considerate, Help others, |
| Respect | Walk to Lunch Wait your turn in line Use Manners Inside voice | Throw away trash in trash can Mindful of others Inside voice | Steady movement to class, Share the road, inside voices, appropriate language, respecting boundaries (no PDA), respect property, pick up trash | Allow presenter to be heard, Keep focus on presenter, stand and applaud when appropriate, remain seated, exit during breaks | School property, each other and all staff Respectful tone to everyone Frequency of leaving classroom Talk at appropriate times |
| Inspiration | Welcoming to all at tables Including all at tables Role Models | Role Model | Improve somebody's day, greet others, smile | Role Model, Participate, | Smile, Lead by example, Contribute to discussions |

| | | | | | |
|-------------------|--|--|-----------------------------------|---|---|
| Dependable | Clean up after yourself Stay in the lunch room until the bell rings Leave all food in lunch room | Use bathroom quickly Wash hands Walk to and from class | Be on time, close lockers quietly | Phones in pockets, sit quietly in assigned section, Enter and exit assembly orderly | Be on time, Bring all materials to class, Complete work, Use technology appropriately (time and content), Only Water in rooms |
| Everyday! | | | | | |

STEPS WE MAY TAKE TO FIND OUT WHAT HAPPENED **INVESTIGATIONS CONDUCTED BY ADMINISTRATION**

The administrator shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules whether or not the alleged conduct is a violation of criminal law. The administration may contact law enforcement officials, if through their investigation, sufficient justification that a violation of criminal law is believed to have been committed.

INTERROGATIONS

School officials will cooperate with legal officials who need to question students, as long as the interview/questioning is conducted according to the following general guidelines:

- No student that is a minor will be questioned by legal officials until a parent is present or the parent gives consent after making contact with the official.
- If a legal official has a warrant for arrest or search warrant, the administration will comply with the official's request immediately.
- No student will be taken from the school without the consent of the administration.

STUDENT SEARCHES

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks might be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official can articulate a reasonable/believable suspicion that illegal, unauthorized, or contraband items are contained inside.

BELOW ARE LISTED POTENTIAL CONSEQUENCES

REMOVAL FROM CLASS

When a teacher or substitute teacher deems it necessary to remove a student from the class because of unacceptable behavior, that student must report directly to the high school office. Failure to report to the high school office will result in additional consequences.

DETENTION

Detention is a block of time established by school personnel given to a student for a minor infraction or unacceptable behavior. Detentions may be served before school, during lunch, or after school at teacher and principal discretion. Detentions are to be served with the teacher or administrator who issues the consequence, unless otherwise noted. Students are to serve the detention within 48 hours from the time it was given. Failure to serve detentions will earn the student further consequences.

SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL)

The Board of Education gives the district administrators the authority to suspend students who commit violations of school policy. A suspension cannot be given for more than 10 consecutive school days. A suspended student will be given the opportunity to make up work and receive credit for any missed assignments. Any student serving a suspension is not eligible to compete, participate or attend any school activity, including practices the day the suspension is being served.

RULES AND EXPECTATIONS OF DETENTION/IN-SCHOOL SUSPENSION

- Students are required to report to the classroom or high school office by the tardy bell.
- Students are expected to bring ALL materials as no passes are issued.
- Students will be allowed to get a drink and use the restroom (escorted, at supervisor's discretion)
- Students are to stay in their seats at all times and no talking is allowed.
- Students are to be working on appropriate subject matter at all times.
- All rules, procedures, and expectations in the student handbook will be enforced.
- If a student is absent from school on the day of detention/in-school-suspension, the student will have detention/ISS on the day he/she returns.
- Lunch will be eaten in the high school office.
- Other privileges, including the use of cell phones and electronic devices, are revoked for the duration of the detention/in school suspension and must be turned in to the secretary prior to starting detention/suspension.

EXPULSION

The Board of Education has the sole authority to expel students. The Superintendent of Schools or designee will notify parents of the procedures and appeal processes involved in an expulsion.

EXTRA/CO-CURRICULAR ACTIVITIES & ORGANIZATIONS

The activities listed below represent some of the options available for students to be involved and enhance their overall school experience. Other clubs may be proposed by students and/or staff members by following the proper guidelines and receiving approval of the building principal.

Columbus High School

| | | | |
|---------------|---------------|------------------------|-----------------|
| Band | Cross Country | Speech | Student Manager |
| Baseball | Golf | Student Council | Wrestling |
| Basketball | Debate Team | National Honor Society | |
| BPA | Drama | Track | |
| Cheerleading | FCCLA | Volleyball | |
| Chorus | FFA | Soccer | |
| Class Officer | Football | Softball | |

Columbus Junior High School

| | | | |
|------------|---------------|-----------------|------------|
| Band | Chorus | Football | Track |
| Baseball | Cross Country | Softball | Volleyball |
| Basketball | FFA | Student Council | Wrestling |

COLUMBUS GOOD CONDUCT POLICY GOVERNED BY THE IOWA CODE

Iowa Code governs the Columbus Good Conduct Policy. Iowa Code states that students participating in co-curricular activities shall commit themselves to meet the standards of this code. The Columbus Community School District School Board of Education has approved the following rules and policies.

PHILOSOPHY BEHIND POLICY

It is a privilege and an honor to participate in co-curricular activities at the Columbus Community Schools. These activities can add a great deal to a student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well-being, and promoting the image and identity of the school and community. Students who choose to participate in co-curricular activities must conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner. The administration may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in the policy.

STUDENT/PARENT AGREEMENT

Students participating in interscholastic athletics, cheerleading; and their parents/guardians **must** sign the Good Conduct Policy and Concussion Awareness forms stating that they have read and understand the information provided. Students cannot practice or compete until these forms are signed and returned. **These forms will be available at the time of registration.**

APPLICATION OF THE GOOD CONDUCT CODE

This code impacts all co-curricular activities in which a student participates. If a student is participating in multiple co-curricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities. If the violation occurs during a time when the student is involved in an activity or many activities, the penalty shall begin as soon as the violation is processed. If the violation occurs prior to the competition season the student wishes to participate, the penalty begins the day of the first competition.

If, at the time of the violation, the student is not currently participating in an athletic activity or any activity, the student's period of ineligibility shall apply to the first co-curricular activity or activities in which the student participates.

If the period of time between a violation (excluding a 4th violation) and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for that violation. A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

If a student has been given a good conduct penalty prior to a specific sport season beginning, the student must begin that sport on the first practice date. Following that first practice date, the student will not be allowed to come out for the sport. This provision does not apply to activities.

If a student transfers into the district from another district and is in good standing and was out for the sport at the previous school, that student will be allowed to join and participate.

Once a student has begun their code of conduct penalty period, they must remain a member of the team in good standing for the entire season. If the student fails to complete the season, the penalty period will be voided and begin again with the next activity the student participates in.

VIOLATIONS

Violations of the Good Code include, but are not limited to, the following examples of prohibited conduct and actions.

Students shall not:

- Sell, buy, manufacture, distribute, possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- Assault, or physically abuse or harm any person at school, or during school activities, or coming to and/or going from school or a school activity.
- Be arrested for an aggravated or felonious offense.
- Possess, use, or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- Damage, destroy, vandalize, or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
- Possess, use, or be under the influence of alcoholic beverages, and use, possess, and/or transmit tobacco or imitation substances, regardless of the student's age.
- Participate in conduct that is illegal (i.e. drinking alcohol or other consuming illegal substances, or knowingly remaining in a place where such activity is occurring) whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

A student being in the presence of the illegal consumption of alcohol or other illegal substances will put the student in jeopardy of violating the Good Conduct Policy. If a student finds herself/himself in the presence of alcohol or other illegal substances, leave immediately.

DETERMINATION OF VIOLATION

When it comes to the attention of school officials that a student is suspected of violating the

Columbus Community Schools' Good Conduct Policy or the rules of a specific co-curricular activity, the administration (usually Activities Director) will determine whether the allegation is true. Prior to making the final determination that there has been a violation, the Activities Director will perform an appropriate investigation and the alleged student shall be given an opportunity to respond to the allegations.

The Columbus Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

When the determination is made that a student has violated the Columbus Good Conduct Code, the Activities Director **shall apply the appropriate penalty. The student and his/her parent(s) will be asked to meet with the** Activities Director to discuss the investigation and rationale for imposing the appropriate penalty. The student and parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty). The student and parents will be contacted and a meeting established within two school days of the outcome determination.

VIOLATION PENALTIES

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. The penalty shall be imposed as soon as possible following the Activities Director's determination of a violation.

First Offense: A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all co-curricular activities for three (3) weeks, with the beginning date being the first competition date.

Second Offense: A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all co-curricular activities for seven (7) weeks, with the beginning date being the first competition date.

Third Offense: A student whose violation of the Good Conduct Code constitutes a third offense will be ineligible to participate in all co-curricular activities for fifteen (15) weeks, with the beginning date being the first competition date.

Fourth Offense: A student whose violation of the Good Conduct Code constitutes a fourth offense will be prohibited from participating in co-curricular activities for the remainder of the student's high school career.

Self-Reporting: Self-Reporting of guilt is encouraged as a character building action. There is one (1) week reduction of the penalty for self-reporting through the 3rd offense. Self-reporting must occur before any reasonable evidence is found to determine that a Code of Conduct violation may have occurred.

Counseling: Counseling can provide the guidance to help ensure life changes for the future. In any case, there is no reduction for completing counseling.

During 1st, 2nd, or 3rd Offense, the student must participate in practice or rehearsal during the period of ineligibility; however, the student shall not be permitted to dress for or participate in the contest/performance. The student is expected to travel with the team unless the team leaves

before the school day is complete. If an ineligible student does not complete the activity or is removed due to violation of practice/activity rules prior to the completion of the period of ineligibility, the penalty will be attached to the next activity in which the student go out.

Expulsion Involved: A penalty that involves the expulsion of the student supersedes the penalties of 'Good Conduct Code', but counts as an offense of the Good Conduct Code. If a student is expelled, the student will not be allowed to participate for the comparable period of time in any co-curricular activity, including practices, meetings, and competitions/ performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the expulsion.

STUDENT TRANSFERS

If a student transfers in from another school district and the student has not completed a period of ineligibility for a violation of a Good Conduct Code rule in the previous school district, the student shall remain ineligible until the period of time designated by the previous school district is completed.

STUDENT APPEAL

A student may contest the Activities Director's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student must be accompanied by his/her parent(s) or guardian.

The decision of the Activities Director regarding a violation may be appealed to the principal. The appeal to the principal shall be in writing and delivered to the principal or the principal's secretary within five (5) school days of receipt of the athletic director decision. The appeal to the principal shall specify the reasons for the appeal and all supporting information and facts. The principal shall review the results of the investigation conducted by the Activities Director and the student's objections within five (5) school days of receipt of the written request for appeal. The principal shall provide a written decision to the Activities Director, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a first offense of the Good Conduct Code, the principal's decision will be final and no further appeal will be allowed.

When student behavior results in a second violation of the Good Conduct Code, the decision of the appeal to the principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or the superintendent's secretary with five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The superintendent shall review the results of the investigation conducted by the principal and the student's objections with five (5) school days of receipt of the written request for appeal. The superintendent shall provide a written decision to the principal, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code, the superintendent's decision will be final and no further appeal will be allowed.

When student behavior results in a third or fourth violation of the Good Conduct Code, the appeal to the superintendent may be appealed to the Board of Education or a committee

appointed by the Board. Such appeal shall be filed within five (5) school days after the receipt of the superintendent's decision. A student may be represented by legal counsel in any hearing before the District's Board of Directors or a committee appointed by the Board. The decision of whether the appeal will be heard by the Board or a committee of the Board will be made at the sole discretion of the Board. The committee of the Board shall be comprised of three Board members appointed by the Board. A hearing then shall be held as soon as reasonably practical before the Board or the committee. The decision of the Board or the committee shall be final. During the appeal process, the student shall remain ineligible pending a decision of the student's appeal, unless otherwise directed by the Superintendent or the Board.

CONCUSSION AWARENESS

Effective July 1st 2011, regarding students in grades 7-12 who participate in extra-curricular interscholastic activities. A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes sign, symptoms, or behaviors consistent with a concussion or brain injury in an extra-curricular activity. A student may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

ACTIVITY TICKETS

Students may purchase a student activity ticket for admissions to all Columbus Community School District activities. The cost of an activity ticket is \$40.00. This ticket provides tremendous savings if the student plans to attend school games and concerts. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Activity tickets cannot be used for school dances or Iowa High School Athletic Tournament games. Adult activity tickets are available for \$100.00 each and Family activity tickets cost \$160.00.

DANCES

School-sponsored dances must be approved by school administration. All dances must be held on the school grounds unless approved by the school board. Students will not be admitted to a dance **30** minutes after the start time.

High school students may bring guests that are not Columbus Community students. These guests must be cleared in advance by school administration. Junior high school aged students are not permitted at high school dances.

Junior high school dances are limited to only Columbus Community Junior High School students. Dances will run no later than 11:00 PM (high school) and no later than 10:00 PM (junior high).

NATIONAL HONOR SOCIETY

- Students must have a minimum cumulative G.P.A. of 3.5
- Ballots will include G.P.A., extra activities and leadership positions, community service, and an essay of 150 words stating why the student wishes to be a member of the National Honor Society.
- A committee of five appointed faculty members will make the final decisions.
- All other criteria will follow the N.H.S. Constitution.

SILVER CORD AWARD

The Silver Cord Award is a distinguished volunteer service award available to Columbus High School students who earn a total of at least 200 hours of service **by April 1st of their senior year**. Silver cord hours must be for providing a service or for meeting a clear need for a non-profit agency, church, school, park, charity program, individual, or community event. Service hours during the summer may be applied beginning with the summer preceding the student's 9th grade year. More information, including the necessary forms, can be found on the district website.

STUDENT HEALTH INFORMATION

PHYSICAL EXAMINATION

Each school year, students participating in athletics are required to provide a school district physical examination form signed by the student's doctor and parent, prior to the student's participation in any sport. Failure to provide this form makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

STUDENT SENT HOME FOR HEALTH REASONS

The school nurse heads the health program of the school. She identifies those children with health needs, gives them temporary immediate aid, and makes referrals for treatment. Because the nurse is not always in the high school building, the student should go to the high school office if the nurse is not present for help. Under no circumstances is a student to sign out of the office to go home ill or to an appointment, unless he/she has prior approval of the school nurse/designee **and** parent. A health record is kept on each student throughout his/her school career. All illness, immunizations, eye exams, etc. are recorded on this health record. The Iowa Department of Public Health recommendations for communicable diseases will be followed. Students will be sent home with any of the following symptoms:

.....Temperature of 100 degrees or more
.....Suspected pink eye
.....Vomiting, loose stools, or diarrhea
.....Continuous coughing
.....Suspected impetigo
.....Scabies symptoms

Students should be without a fever or vomiting for 24 hours before returning to school. If the student is sent home due to an elevated temperature, parents should plan to keep the child home the next day. If your child's temperature is above 100 degrees before school, you should make arrangements for him/her to stay home. Please notify the nurse if your child contracts a communicable disease, has surgery, has any special medical needs, or is on daily medication.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease must follow the guidelines established by the Iowa Department of Public Health regarding the timeline of when the student can return to school. Parents should report any concerns and discuss return with the school nurse. 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 his/her personal physician's approval. Infectious

or communicable diseases include, but are not limited to, mumps, measles, pertussis (whooping cough), influenza and chicken pox.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements, etc. 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.

IMMUNIZATION

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

DENTAL EXAM

The Iowa legislature has passed a law requiring all incoming 9th grade students to have a dental exam. A dental certificate is completed by the appropriate medical person and needs to be turned into the school nurse by December of the student's freshman year.

HEAD LICE

The Columbus Community School District health services follow the recommendations of the Iowa Department of Public Health in the event of head lice. Parents are encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times. Children who have head lice will not be excluded from school. Rather, a phone call or note will be sent home notifying the parent. It is expected that treatment will be started before the child returns to school the next day. Please follow the recommendations below:

- Check all members of the household.
- Launder all bed linens in warm water and place in dryer for 20 minutes.
- Store all stuffed animals, extra pillows, etc. from the bed in a garbage bag for 14 days.
- Only ordinary housecleaning and vacuuming is necessary. Vacuum around and under the bed.
- Parents should spend less time worrying about the vacuuming and cleaning, and spend that energy on the treatment and removal of the lice and eggs.
- Initiate a 14-day treatment process.
- On Days 1 and 8, a child's hair should be treated with a medicated shampoo. Follow the package instructions.
- Days 2-7 and 9-14, the hair should be treated with conditioner and combed out with a lice comb. This removes the eggs before hatching and breaks the cycle.
- Families should develop the habit of checking their children's hair weekly for lice infestation.

Parents and knowledge are the best defense against head lice. Weekly head checks at home are necessary to catch this problem early. Remember that getting lice can happen to any child, and it is not a reason for panic or embarrassment. Please call the school nurse if you have any questions or are not sure how to check for head lice or what to look for.

MEDICATIONS

Any medication that is administered at school must follow the school policy. A written request signed by the doctor and parents stating the name of the medication and the specific time to be given must be sent to school. The doctor must be a licensed medical or osteopathic physician or a dentist. The medication must be sent in the original prescription container from the pharmacy or the original over-the-counter container with the label. Two bottles may be requested from your pharmacy with one for home and one for school. Students should not keep medications in their locker. All prescription medications need to be stored in the nurse's office. The school nurse or designee will administer all student medications to students.

REGISTRATION FORMS

At the beginning of each school year, parents must file a registration 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 registration form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the registration form changes during the school year.

Before enrolling in school, students who are new to the school district must provide an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations (diphtheria, pertussis, tetanus, poliomyelitis, rubella, and rubella) required by law. The student is also required to pass a TB (tuberculosis) test prior to attending school. The student needs to provide proof of age, which could be a birth certificate, baptismal record, or any legal form stating the student's **legal name** and **date of birth**.

TRANSPORTATION

The school district will provide transportation when needed for school-sponsored activities. Every student participating in these activities, except as a spectator, must go and return on these vehicles, unless other arrangements are made by the parents, the sponsor and principal prior to the departure. All students going to activities will be expected to ride the bus to that activity. Certain school trips will require parental permission. Students who have non-school-related conflicts preventing them from being transported in school vehicles to a school-sponsored event must be transported by their parents. Extra trips to pick up students using school vehicles are not permitted in cases involving time conflicts between school and non-school sponsored events.

SCHOOL BUS REGULATIONS

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with the Columbus Community School District policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle,

loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the bus manager and principal of a student's inappropriate bus conduct.

Persons riding the Columbus 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.

- 1) The driver is in charge of the riders as well as the bus, and is to be obeyed promptly and cheerfully.
- 2) Classroom conduct is to be observed by riders while on the bus. **No "horseplay" is permitted.**
- 3) No alcohol or tobacco products shall be on the bus at any time.
- 4) Unnecessary conversation with the driver is prohibited.
- 5) Permission to open windows must be obtained from the driver.
- 6) Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
- 7) **NO** food and/or drinks are to be consumed on the bus at any time. Exceptions can be made by the bus driver and coach.
- 8) Waste containers are provided on all vehicles for riders' use.
- 9) Any rider doing damage to a bus **MUST** pay for the damages.
- 10) If the driver assigns riders individual seats, the rider is expected to be in that assigned seat at all times.
- 11) Riders must not extend arms or heads out of bus windows at any time.
- 12) Riders must keep their feet off the seats.
- 13) Aisles must be kept cleared at all times.
- 14) Older riders should assist in looking after the safety and comfort of younger riders.
- 15) Riders must not attempt to get on the bus, get off the bus, or move about within the bus while it is in motion.
- 16) Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- 17) Riders must refrain from crowding or pushing.
- 18) Riders must be at the designated loading point before the arrival time. The bus cannot wait beyond its regular schedule for those who are tardy.
- 19) Riders should never stand in the roadway while waiting for the bus.
- 20) The driver will not discharge riders at places other than the regular bus stop unless the principal gives proper authorization.
- 21) When leaving the bus, riders must obey instructions from driver.
- 22) Riders should always cross the road in front of the bus (no closer than 10 feet) and never walk behind the bus.
- 23) Riders must look in both directions and proceed to cross the road or highway only on signal from the driver.

Consequences for misbehavior will result in detention and/or suspension of riding privileges depending on the frequency and severity of the action.

ATHLETIC TEAM TRIPS-STATE MEETS

Any team trip to a state meet in which Columbus is not participating will be by the following:

- On a school bus/van.

- Only the members of the team that the coach approves may go.
- For one day only; no overnight stays without approval of the administration.
- Trip will take place on a day which the coach and administration determine the best day to observe the event.