

Cedar Rapids
Community School
District/Washington
High School
Student Handbook



2025-2026

TABLE OF CONTENTS

OPENING STATEMENT.....	5
Welcome Letter.....	5
Cedar Rapids Community School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes.....	5
School Song, School Colors, and School Mascot.....	5
Map of the District/School.....	5
Staff Introductions.....	5
Definitions.....	6
Equal Educational Opportunity.....	6
STUDENT ATTENDANCE.....	7
Student Registration and Enrollment.....	7
School Calendar.....	7
Daily Academic Schedule.....	8
School Day – Arrival and Departure.....	8
Open Enrollment.....	12
College Visits.....	13
Early Release During School Hours.....	13
Open Campus Privileges.....	13
Inclement Weather.....	16
STUDENT RIGHTS AND RESPONSIBILITIES.....	16
Student Appearance.....	16
Student Care of School Property/Vandalism.....	17
Student Expression and Publication.....	18
Student Complaints/Grievances.....	19
Student Search and Seizure.....	20
Student Lockers and Desks.....	23
Bullying and Harassment.....	23
Threats of Violence.....	24
Weapons and Weapon Look-a-Likes.....	26
Student Substance Abuse.....	26
Internet.....	27
Electronic/Technological Devices.....	29f

TABLE OF CONTENTS

Use of Motor Vehicles.....	30
Hall Passes.....	31
Academic Integrity.....	31
Dual Enrollment.....	31
STUDENT CONDUCT.....	31
Temporary Removal from Classroom.....	34
Detention.....	34
Student Suspensions.....	34
Student Expulsions.....	35
Fines and Fees.....	35
STUDENT HEALTH AND WELLBEING.....	36
Insurance for Students.....	36
Extracurricular Student Insurance.....	36
Immunizations.....	36
Student Illness or Injury at School.....	38
Communicable and Infectious Diseases.....	38
Sexual Abuse and Physical Abuse of Students by School Employees.....	38
Health Education List.....	39
STUDENT SCHOLASTIC ACHIEVEMENT.....	40
Conferences and Student Progress.....	40
Testing/Survey Programs.....	41
Health Education Program for Students.....	41
Class Hours and Adding/Dropping Classes.....	42
Study Hall.....	42
Student Honors and Awards.....	42
Academic Eligibility for Extracurricular Activities.....	43
Postsecondary Enrollment Options.....	43
Graduation.....	44
STUDENT ACTIVITIES.....	44
Assemblies.....	44
Field Trips.....	44
Student Government.....	45
Student Organizations.....	45

TABLE OF CONTENTS

Buses and Vehicles Used for Activities.....	46
Student Funds and Fundraising.....	46
Dances.....	47
STUDENT RECORDS AND INSTRUCTIONAL MATERIALS.....	48
Student Records; Family Educational Rights and Privacy Act Notice (FERPA).....	48
Student Directory Information.....	48
Student Disclosure of Identity.....	49
Student Legal Status.....	49
School Library.....	49
Inspection of Instructional Materials.....	50
MISCELLANEOUS.....	50
Student Guidance and Counseling Program.....	50
Visitors/Guests.....	51
School Nutrition Program and Free and Reduced Lunch.....	51
Buses and Other Cedar Rapids Community School District Vehicles.....	51
Drivers Education.....	52
Parent-Teacher Association/Organization and Booster Clubs.....	52
Lost and Found.....	53
Artificial Intelligence.....	53
Citizenship.....	54
ELEMENTARY SCHOOL RULES.....	54
Admission and Attendance.....	54
Communications To and From the School.....	54
Recess and Playground Rules.....	54
Outside Food/Treats.....	55
School Parties.....	56
Show and Tell or Sharing Time.....	56
Student Crossing.....	56
ACKNOWLEDGMENT OF RECEIPT.....	57

OPENING STATEMENT

Welcome Letter

Welcome to Washington High School—Home of the Warriors! As Principal, I am honored to lead a school community with such rich traditions, deep pride, and a relentless commitment to student success. At Washington, we believe every student deserves to feel seen, supported, and challenged to reach their full potential. Our faculty and staff are dedicated to creating a safe, inclusive, and dynamic learning environment where students are prepared for college, career, and life beyond high school. We are proud of our legacy, but we are equally focused on innovative practices that ensure every Warrior thrives. I look forward to partnering with families, students, and our community as we continue to build a culture of excellence at Washington High School.



Theresa Hall, Principal

Cedar Rapids Community School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

Every learner. Future ready.

CRCSD enriches the community and embraces all backgrounds and cultures. We share a learning environment that welcomes everyone, as we prepare all students with pathways and passions for the future.

ASSISTANCE DIRECTORY

Activities Office	319-558-2161 Option 6	Counseling Office	319-558-2161 Option 4
Activity requests Master calendar		Career information Change of address College information (Applications, financial aid, scholarships, etc.) College entrance exams (ACT, SAT, PSAT) Course drops & adds Enrolling Leaving school (transferring, moving, discontinuing school) Transcripts	
Attendance Office	319-558-2161 Option 1	Main Office	319-558-2161
Absences Homework assignments (during extended illness) Leaving school during the day		Announcements Free or Reduced Price Lunch applications ID cards & photos Lockers & Lost & Found	
Bookkeeping Office	319-558-2161		
Payment of fees			
Clinic	319-558-2161 Option 2		
Medical & health questions			

Washington Warriors - Legacy and Pride



Warrior Fight Song

We are the Warriors of Washington
and we will fight on for our name.

We are the Warriors of Washington
and we will fight on to win this game

We'll back the Warriors and stick with
them,

Till victory is won.

And we will FIGHT, FIGHT, FIGHT,
FIGHT,

and we will win with Washington!

WHS Staff Introductions

Teachers by Department

<p><u>Art</u> Tiffany Carr (tcarr) Erin Ennis (eennis) Elizabeth Ohloff (eohloff)</p> <p><u>Career Tech Ed</u> Stephanie Neff (sneff) Samuel Schmidt (sschmidt) Deborah Smith (desmith) Jacqueline Walters (jwalters) Jason Wood (jwood)</p> <p><u>English Language Arts</u> Tiphany Phan (tphan) Leah Schmickley (lschmickley) Layne Sheetz (lsheetz) Jennifer Shiek (jshiek) Carolyn Tinkham (ctinkham) Madelyn Dombrowski (mdombrowski) Bailey Zook (bzook)</p>	<p><u>Math</u> Karen Gwinnup (kgwinnup) Jordan Hill (jhill) Isaac Logeman (ilogeman) Kayla Martin (kmartin) Danielle Maus (dmaus) Katy Schloemer (kgoodmundson) Robert Thronson (rthronson)</p> <p><u>Music</u> Patrick Fagan (pfagan) Joel Nagel (jnagel) Andrew Steffen (asteffen) Jared Wacker (jwacker) Rishi Wagle (rwagle)</p> <p><u>PACT</u> Kristy Decker (kdecker)</p>	<p><u>Social Studies</u> Kegan Cliburn (kcliburn) Joel Decker (jdecker) Rodney Egel (regel) Zachary Ficken (zficken) Jennifer Fishwild (jfishwild) Amy Jones (ajones) Suzanne Kiliper (skiliper) Sophia Pionek (spionek) Warren Sprouse (wsprouse)</p> <p><u>Special Education</u> Jason Davis (jadavis) Jordan Eshelman (jeshelman) Kyle Fitzgerald (kfitzgerald) Shannon Gillespie (sgillespie) Sam Glenn-Angell (sglenn-angell) Sara Hilliker (shilliker) Scott Iosbaker (siosbaker) Megan Lewis (mlewis) Breanna Oxley (boxley)</p>
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<p><u>English Language Learners</u> Maria Irwin (mirwin) Allison Kulish (akulish)</p> <p><u>IJAG</u> Rochelle Charnowski (rcharnowski) Antonio Dominguez (adominguez)</p> <p><u>Junior Achievement 3DE</u> Shelby Kobliska</p>	<p><u>Physical Education</u> Melanie Jochimsen (rjochimsen) Samuel Koepl (skoepl) Douglas Spahn (dspahn)</p> <p><u>Science</u> Jennifer Barnhart (jebarnhart) John Graham (jograham) Jeremiah Herman (jherman) Jacob Johnson (jajohnson) Michael Kistler (mkistler) Zachary Kyte (zkyte) Tressa Larson (tlarson) Mallory Wills (mwills)</p>	<p>Ryan Piper (rpiper) Douglas Stodola (dstodola) Cheryl Tlusty-Marsh (ctlusty-m)</p> <p><u>World Language</u> Laura Lucas-Johnson (llucas-johnson) Charles Netzer (cnetzer) Lisa Nicol (lnicol) Jacqueline Niffenegger (janiffenegger) Miho Squires (msquires) Kyle Woollums (kwoollums)</p>
<p><u>School Counselors</u> 10th - 12th Grade: A-D: Melaina O'Brien (mobrien) H-O: Chanelle Thomas (cthomas) P-Z: Heather Waters (hwaters)</p> <p>9th Grade: Sha-Nell Young (shyoung)</p>	<p><u>Engagement Specialists</u> Eric Addy (eaddy) Amy Rouse (arouse) Morgan Troendle (mtroendle) Davondrian Wright (dwright)</p>	<p><u>Administrators</u> Principal Theresa Hall (thall) Assoc. Principal Julie Cain (jcain) Assoc. Principal Rich Jackson (rjackson) Activities Director Grant Schultz (gschultz) Facilitator Angela Smith (angsmith)</p>

Definitions

“The district” means *Cedar Rapids Community School District*

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the Cedar Rapids Community School District-owned or operated facilities, Cedar Rapids Community School District-owned or operated property, property within the jurisdiction of the Cedar Rapids Community School District or Cedar Rapids Community School District premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes Cedar Rapids Community School District buildings and vehicles.

“School activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Cedar Rapids Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The Cedar Rapids Community School District goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use **Cedar Rapids Community School District's** educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the Cedar Rapids Community School District Affirmative Action Coordinator. The Affirmative Action Coordinator is **[insert Affirmative Action Coordinator name]** and can be contacted **[insert Affirmative Action Coordinator's contact information]**.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with **Cedar Rapids Community School District** for the first time must complete the online registration form found at <https://crschools.us/students-and-families/enroll-register/> or in person at the Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA 52405.

School Calendar

Cedar Rapids Community School District's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

[Links to online calendars](#)

[WHS School Activities on Bound](#)

A/B Day Rotation

Daily Academic Schedule

BLOCK 1		
7:50am-9:15am		
HOMEROOM		
9:20am - 9:35am		
BLOCK 2		
9:40am - 11:05am		
BLOCK 3		
A LUNCH 11:10am - 11:40am	CLASS TIME 11:45am - 1:15pm	
CLASS TIME 11:10am - 11:45am	B LUNCH 11:50am - 12:20pm	CLASS TIME 12:25pm-1:15pm
CLASS TIME 11:10am - 12:40pm		C LUNCH 12:45pm - 1:15pm
BLOCK 4		
1:20pm - 2:50pm		

School Day – Arrival and Departure

Washington's goal is to take every possible step to ensure all students' safety. For that reason, here is when and how students may access the building:

7:20 am: Gym doors and Cafeteria doors will be open for students to be in the cafeteria.

7:40 am-7:50 am- All doors will open to allow students to enter the building and head to class.

After 7:50 a.m., all students, parents/guardians, and guests are to enter the building through the main entrance and check in with attendance or main office staff. Students may enter the south lot door by showing their ID.

Student Attendance

Regular school attendance is essential for your student's academic success. Students with a strong attendance record are more likely to have positive long-term outcomes in college, employment, and physical and mental health. We understand that there are times when an

absence is unavoidable. If your student will be absent from school for any amount of time, please notify your student's school office as soon as possible. If the school is not notified, it will be counted as an unexcused absence. If any barriers prevent your student from attending school every day, please let your school office know so we can help. Let's work together to help our students succeed!

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from the Cedar Rapids Community School District's education program and accomplish the student's educational objectives. Although the CRCSD believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

After reviewing attendance data and family feedback from the past year, we are updating our Student Attendance Policy to improve communication and help students stay on track. These changes remain aligned with Iowa Code SF 2435 and reflect our continued focus on reducing chronic absenteeism while supporting families.

Key Definitions:

Chronically Absent: Missing 10% or more of school days in a semester (~8 days or 56 hours).

15% Absenteeism: Missing about 12 days or 81 hours a semester, requires parents/guardians to attend a School Engagement Meeting to create an Absenteeism Prevention Plan. Schools will also begin weekly check-ins with the family.

Truancy: Missing 20% or more of the school day in a semester (~15 days or 112 hours) results in a referral to the county attorney.

Exempt Absences still include absences due to religious holidays, school activities, court dates, in-school suspensions, college classes, military training, wedding/funeral, and long-term documented medical needs.

What's Changing for the 2025–2026 School Year:

Illness-Related Absences: Students are allowed up to 5 medical/illness-related absences per school year without a doctor's note. Starting with the sixth illness-related absence, a doctor's

note must be submitted within 48 hours for the absence to be considered exempt. Without documentation, the absence will count toward chronic absenteeism.

Notification Process: We will no longer send certified letters when a student reaches 10% and 15% absenteeism. Last year, certified mail was a significant cost to the district, and many letters got returned. Instead, notifications will be sent digitally through Infinite Campus and logged in the system.

Truancy Notification: If a student reaches 20% absenteeism, their parent/guardian will be notified via phone, text, and/or email, and a digital letter will be sent via Infinite Campus. The case will be referred to the county attorney for review and potential legal action.

If you have any questions about this policy change, please contact your student's school office or Jen Van Fleet, Executive Director of Student Services, at jvanfleet@crschools.us

WHS Attendance Protocols

If your student will be tardy or absent from school, please contact the Washington High School attendance office at **319-558-2161 Option 1**.

You may also email:

Attendance Secretary: [Marilyn Bettmeng](#)

Attendance Secretary: [Tanya Deklotz](#)

Students who arrive after the start of the school day **must** enter the building using the Main Entrance doors and sign in at the Main Office.

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. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school prior to March 1. Students wishing to open enroll to another school district must complete the form available online. For more information, please visit:

<https://crschools.us/students-and-families/enroll-register/open-enrollment/>

College Visits

Seniors and Juniors are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times absences from school for college visits cannot be excused per Senate File 2435.

Open Campus Privilege

STUDY HALL

9th and 10th graders are automatically enrolled in a study hall during their open period(s). Students can OPT OUT of the study hall by having a guardian fill out [this electronic form](#) or the blue permission card available from the Attendance Office.. If study hall is on your schedule, you must attend it and treat it like an academic class. Students who have opted out must leave campus during that open period.

11th and 12th graders who have an open period will have a free period and be expected to leave campus during that time or be in the library. Students and parents/guardians may OPT IN and have a study hall added to their schedule. Guardians wanting study hall for their students would need to fill out and turn in the blue permission slip included in the summer mailing.

Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via **School Messenger**. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by **School Messenger**. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the Activities Director will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be cancelled or experience an early out.

STUDENT RIGHTS AND RESPONSIBILITIES

The Warrior Way

Washington High School has invested a significant amount of time ensuring that we share a common language and vision for what it means to be a Washington Warrior in the classroom, hallways, during lunch, and at school-related events. Restorative practices involve an approach to discipline that includes formal and informal processes for addressing behaviors in a participatory way that emphasizes repairing the harm done and restoring relationships with others.

Learn by doing things the Warrior Way!

WHS staff, families, and students determined what we consider to be universal qualities for success – both within Washington High School and in the world in general. This year, we will take more steps in clarifying but we do know to be successful and to get the most of their WHS experience, all Warriors are:

- Responsible
- Engaged
- Persistent
- Supportive

We know that many students already demonstrate these characteristics every day. We aim to encourage behaviors that help ALL of our students embody these traits for success so that we have a school culture that encourages learning, warmth, and safety for all. Look for the hashtag

#TheWarriorWay on Facebook, Twitter, and Instagram to see our students demonstrating the Warrior Way.

It's a great **WAY** to be a Warrior.

Student Appearance

Inappropriate Clothing

We believe in maintaining a positive atmosphere that is conducive to learning. The following is board policy governing student expression and appearance:

- Wearing inappropriate clothing including clothing with sexually offensive messages, tasteless or obscene messages, messages that promote violation of laws or school rules, messages promoting gang related activities, illegal substances, or disrespect to staff members are prohibited.
- Clothing garments that are inappropriately revealing. Clothing needs to cover undergarments fully.

Students who violate this policy may be asked to change their clothes, be referred to an administrator and/or face behavior consequences.

When recommended by Linn County Public Health, students and staff may wear masks to prevent the spread of communicable disease. Masks may only cover the nose and mouth.

Hate Symbols

Our school is a home for all students. No one has the right to make others feel unwelcome. Displays of generally regarded symbols of hate are prohibited on school grounds.

Student Expression and Publication

The board of directors of **Cedar Rapids Community School District** protects the intellectual freedom of the Cedar Rapids Community School Districts students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the Cedar Rapids Community School District. The *Student Expression and Publication Code* policy are made available to parents and students via district policy [0603.01-R\(1\): Student Expression and Appearance](#).

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary

measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the building principal.

Student Expression

Cedar Rapids Community School District aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner that it is not disruptive to the orderly and efficient operation of the Cedar Rapids Community School District. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Cedar Rapids Community School District generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Complaints/Grievances

Students are strongly encouraged to first bring complaints directly to building administrators or another trusted adult. Most grievances can be rectified more quickly by starting at the building level. Administrators will work to resolve the issue between the two concerned individuals. If the issue is not resolved, a student may again alert the building administration or submit a written complaint using the [District Complaint Form](#). Complaint forms should be completed within 15 days or within a reasonable period of time after the event.

If the issue remains unresolved, students may appeal to the Superintendent or their designee using the [Appeal Complaint Form](#). If the student remains unsatisfied with the resolution after that second appeal, they may submit a second [written appeal to the Board](#). This must be done within five (5) days of the response from the Superintendent/designee.

You can find the complete [Board Policy \(Regulation 0600.02-R\(1\)\) here](#).

Student Search and Seizure

Cedar Rapids Community School District believes that in order to maintain and protect the health and safety of students, employees, and visitors to the Cedar Rapids Community School District and for the protection of Cedar Rapids Community School District property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or Cedar Rapids Community School District policy, rule, or regulations have been violated.

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or Cedar Rapids Community School District policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay. Students may be subject to use of a metal detecting wand as part of a reasonable search.

Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. **The Cedar Rapids Community School District is not responsible for such items.** A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school.

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The Cedar Rapids Community School District has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this

reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Motor Vehicle

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

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on Cedar Rapids Community School District property, on property within the jurisdiction of the Cedar Rapids Community School District, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Searches by Law Enforcement Officers

The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements for police search (including searches by dogs.) (Code of Iowa, Chapter 808A.2; [CRCSD Regulation 603.2](#), 4/22/19)

Bullying and Harassment

Cedar Rapids Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a Cedar Rapids Community School District to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Cedar Rapids Community School District's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on Cedar Rapids Community School District property, on property within the jurisdiction of the Cedar Rapids Community School District, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

In addition, students are expected to be respectful to all staff at Washington High School. Disrespect, including the use of profanity or derogatory language, is prohibited.

Definitions

"Harassment" and "bullying" mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual 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.
- 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. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith through the following link on the CRCSD website, [Bullying/Harassment Complaint Form](#). Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent, building administrator or administrative designee determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent,

guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, Cedar Rapids Community School District has designated the area Student Service Specialists or the Executive Director of Student Services as an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found in district [Policy 0604.01](#). Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence: age, grade level and maturity of the student.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the Cedar Rapids Community School District premises or property within the jurisdiction of the Cedar Rapids Community School District. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the Cedar Rapids Community School District premises or property within the jurisdiction of the Cedar Rapids Community School District will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc. For more information, please see [CRCSD Board Policy 608](#).

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, vapes or other e-cigarettes, other controlled substances, or look-a-like substances while on Cedar Rapids Community School District premises or property within the jurisdiction of the Cedar Rapids Community School District, while on school-owned and/or operated school or charter vehicles, while attending or

engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the Cedar Rapids Community School District to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

Electronic/Technological Devices

According to [Iowa Code section 279.87](#), the CRCSD has adopted a policy regarding student use of personal electronic devices (cell phones, smart watches, earbuds, etc.) Families are encouraged to carefully read the [CRCSD Board Policy 0611](#).

In general, the policy states:

PHONE USAGE & OTHER COMMUNICATION DEVICES (iPads, Ear Buds, Smart Watches, etc.)

To help maintain focus and reduce distractions, students may not use personal electronic devices during the school day (7:50 AM–2:50 PM), or while eating breakfast and in the area where breakfast is being served. This policy applies to cell phones, smart watches and smart glasses (when connected to the internet or a phone), earbuds, headphones, gaming devices, portable media players, and other similar devices.

All devices must be turned off or silenced AND stored out of sight (such as in a locker or backpack) throughout the school day. Students may not use any device features until school is dismissed.

Exceptions may be granted for:

- Students with a documented legal, medical, or safety-related need who have received principal approval.
- Students whose IEP, 504 Plan, or Health Plan includes device access.
- Students may use devices for a specific learning activity if the teacher has received prior approval from the principal.

If families need to contact a student during the day, they should call the school office. In an emergency, the school will contact parents/guardians as soon as it is safe to do so.

Consequences for Violations:

- First offense – The device will be taken and held in the office until the end of the day.
- Second offense – The device will be taken and kept in the school office until the end of the day. The student's parent/guardian must give permission before it is returned.
- Third offense – The device will be taken and kept in the school office until the end of the day. The student's parent/guardian will be required to pick it up.
- Fourth offense and beyond – Additional consequences according to the District's Discipline Matrix.

Using a personal device during a test may result in cheating consequences in addition to device penalties.

Additional reminders: Students may not record or take photos at school. All student-owned devices are considered "personal belongings," and the students are responsible for them. The school is not responsible for loss or damage.

Use of Motor Vehicles

Cedar Rapids Community School District recognizes the convenience to families and students of having students drive to and park at their school attendance center. This convenience should be considered a privilege and may be denied or revoked at the District's discretion. All students must comply with state law regarding motorized vehicles and hold an appropriate and valid license. Approved student drivers may only park in designated areas at their attendance center. The District assumes no liability for loss or damage to vehicles or contents.

Student Drivers and Parking at WHS

Licensed and permitted drivers may drive to WHS. For the Iowa DOT Affidavit for minor school license permit form, please see main office.

Parking permits are required to be displayed in all vehicles parked in Washington lots during the school day. Permits assist us in identifying vehicles, and contacting owners in times of emergency. Students can obtain a permit by submitting the Vehicle Registration Card. [A digital version of the registration card can be found here.](#)

Students with outstanding fines from the previous school year will not be issued permits until the fines are cleared.

Fees to obtain permits:

\$10.00 North Lot

\$20.00 South Lot – Premium spot (Adjacent to Fine Arts) (Near Gymnasium)

The South (adjacent to Gyms and pool) Lot is the “Red Lot” to signify preferred parking. Our preferred red lot has an assigned number of passing hangers that grant exclusive parking privileges during the school day. The North Lot (adjacent to Fine Arts) is the “Blue Lot.” Students who do not qualify for the red lot will receive a blue lot parking hanger, which is good for this lot only. Any student can park in the red lot before or after school provided they do not occupy the lot from 7:50-2:50.

Preferred Parking Eligibility

Preferred parking is designated based on need and quantity. This opportunity is based on the following criteria:

- Students involved in off-campus learning
- Building Trades
- Iowa BIG
- Kirkwood Learning Academy
- Post-Secondary Enrollment at Coe or Mt. Mercy
- Student Tutoring
- Seniors with a 3.5 or higher
- Juniors with a 3.5 or higher
- All other Seniors

If you are not eligible for the red lot, you receive a parking hanger to park in the much larger blue lot.

*For any questions about parking fees please contact our bookkeeper, Gregory Burgher at 319-558-2161 or gburgher@crschools.us

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

Cedar Rapids Community School District expects students to excel in academics and to complete all work in an honest and forthright manner. Plagiarism and cheating are serious offenses, and will result in severe academic consequences. These may include failure on the assignment, an additional assignment, an additional grade penalty, and/or failure of the course. Multiple offenses may result in a student being dropped from the course. Any offense within this policy may also result in expulsion from organizations such as the National Honor Society.

Plagiarism is using another writer's work without crediting the original source. That source might be a book, a website, another student, or even one's own previous work. This is not limited to simply copying and pasting from another source. Any time you (the student) present others' ideas or words as your own, this is plagiarism. This takes many forms, such as:

- Copying something someone else wrote and submitting it as if you wrote it
- Using another source's exact words without putting those words in quotation marks and telling the reader who wrote/said them
- Putting someone else's ideas into a document that you did write parts of, but not telling the reader that they're someone else's ideas

It is also academically dishonest to turn in previously written work as originally created for an assignment. This is sometimes called "self-plagiarism," and results in the same penalties as other forms of plagiarism. When teachers assign a piece of writing, they expect that writing to reflect the learned material from the class. If you turn in something you wrote before you started taking that class, you are misrepresenting the work.

Cheating covers a range of infractions, generally involving students getting help through unauthorized means in order to attain an advantage.

The following are considered cheating under this policy and are prohibited:

- Receiving unauthorized assistance on any assignment, test, quiz, or project
- Giving your original work to someone else to turn in, or to copy from
- Possessing or using unauthorized materials during an assessment such as a test or quiz (i.e., notes, cheat sheets, electronic devices)
- Using unauthorized electronic tools in the completion of an assignment (i.e., language translation tools)
- Using Artificial Intelligence tools to create work that you claim as your own
- Recording or sharing questions or answers from an assessment such as a test or quiz (i.e., taking photos of test questions, texting or e-mailing about a test, sharing answers verbally)
- Stealing test materials
- Sharing your homework with other students, or using someone else's homework to complete yours

This is not a complete list of possible infractions. Students are expected to take responsibility for honestly and ethically completing their work. Please refer to your individual instructor for his/her classroom policy regarding plagiarism. When in doubt, it is the student's responsibility to ask the instructor for clarification; asking ahead of time is better than suffering negative consequences.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in **Cedar Rapids Community School District** are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the school's Activities Office.

STUDENT CONDUCT

Good Conduct Rule - Participation in School Activities

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The Activities Director will keep records of violations of the good conduct rule. The district's good conduct policy is under CRCSD Board Policy 410.

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

If an employee of the district learns that a student may have violated the good conduct rule, the student shall be confronted with the allegation, the basis for the allegation and given an opportunity to tell the student's side. If a preponderance of the evidence indicates that the student has violated the good conduct rule, the student will be deemed ineligible to participate in co-curricular activities for a period of time, as described below. The following are violations of the Good Conduct Rule:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath, (this includes "near beer" labeled non-alcoholic beer);
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;

- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct including but not limited to fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school/district, then the student will be confronted regarding that ineligibility and will be given the opportunity to tell the student's side. Violations of Good Conduct Policies in other school districts may result in loss of eligibility in the Cedar Rapids Community School District as described below.

Penalties

Any student, who, is found to have violated the Good Conduct Rule, at any time, is subject to a loss of eligibility as follows:

- First Offense within the student's High School Athletic Career: up to one-third of season ineligibility with referral for professional evaluation.
- Non-athletic: up to four weeks or longer if necessary to include being ineligible for a minimum of one public performance with referral for professional evaluation.
- Second Offense within the Student's High School Athletic Career: up to one-half the season of ineligibility with professional evaluation and/or treatment prior to reinstatement.
- Non-athletic: up to six weeks with professional evaluation and/or treatment prior to reinstatement or longer if necessary to include a minimum of two public performances.
- Third or more offense within the Student's High School Athletic Career - up to twelve (12) calendar months of ineligibility with professional evaluation and/or treatment prior to reinstatement.
- Non-athletic: up to twelve (12) calendar months with professional evaluation and/or treatment prior to reinstatement.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in a co-curricular activity. If the student is not currently engaged in a co-curricular activity, or if the period of ineligibility is not completed during the current activity, the period of ineligibility begins or is carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is

365 days or more, the student shall not serve an ineligibility period for the violation. When a student begins a season with an ineligibility period from a previous violation the student is expected to complete that activity to the coach's/administrator's satisfaction or the penalty will attach when the student next seeks to go out for another activity, subject to the 365-day limitation above. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.

Voluntary Admission

The voluntary admission provision is in place to allow students to seek help with substance abuse. It is designed for students and parents as a tool for treatment without penalty of losing eligibility. This admission is not intended as a loophole to avoid consequences for students found to have violated the good conduct rule. This provision may only be used once during a student's high school career. This admission may prevent the loss of eligibility.

The purpose of the provision is to create honesty and openness when dealing with code of conduct violators. It is designed to help violators, not punish them.

Violators, or their parents/guardians, must approach building administrators acknowledging the student offense. To remain eligible, the student must:

- Be referred by the school to a substance abuse agency for evaluation.
- Complete all appointments with the agency.
- Fully cooperate with all recommendations made by the agency.
- The student shall provide a copy of the recommendations from the agency to the school and evidence of compliance with completion.

The voluntary admission provision does not apply to violations of the good conduct rule when:

- The violation occurs at school or a school sponsored event.
- Law enforcement officials are involved.
- Investigations into a specific incident of student violations have already begun.
- A voluntary admission is considered a first offense of the Good Conduct Policy, even if there is no period of ineligibility.

Cost of Evaluation and Treatment

In cases of either violation of the Good Conduct Rule or Voluntary Admission, the District will provide a professional evaluation through a provider of the District's choice. If treatment is recommended as a result of that evaluation, the District will provide only for a basic level of outpatient services through that provider, and not pay for any in-patient treatment. By completing the evaluation and treatment provided by the District, the student will be in compliance with the evaluation and treatment requirements of this Policy.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals

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

If the student is still dissatisfied, he or she may appeal to the Board of Education by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

All co-curricular activities are covered by the board's policy and these rules.

Academic Eligibility for Athletics

General Requirements for Athletic Eligibility

To be eligible for an activity, students participating must:

1. be enrolled or dual-enrolled in school;
2. be under 20 years of age;
3. be enrolled in high school for a maximum of eight semesters;
(students retained academically are not granted extra eligibility)
4. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
5. have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Academic Eligibility Requirements for Co-Curricular Activities

To be eligible for an activity, students participating must:

1. per Iowa Law 36.15 (2) "The Scholarship Rule," all students participating in athletics shall pass ALL classes at the END of each term in the past 12 months to be eligible;
2. be earning passing grades in at least 4 credits in the current term at the grade check times;
3. be making adequate progress toward graduation;
4. Students in co-curricular activities failing to meet 1 and 2 above will not be allowed to participate in the next performance/competition during the current/ following term as determined by the school administration.

Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

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

GOOD STANDING FOR SCHOOL EVENTS (sporting events, school dances, productions, concerts etc.)

Good Standing for Attending School Events

Students must present their school ID at the event to verify eligibility.

Eligibility is determined at the end of each 1-week cycle.

Students WILL BE IN GOOD STANDING AND ABLE to attend events if they meet all of these criteria:

- Students must be failing 1 or fewer classes
- Students with 5 or fewer tardies each week
- Students who attend classes 90% of the time
- Suspensions and behavior contracts will impact eligibility as determined by the admin team.

Reinstating Good Standing

- Students failing multiple classes must have each teacher verify that they are making measurable progress towards passing.
- If the student is passing their classes before the event, they must see an admin to get approval.

- Good standing is run each week, so there are always opportunities to be reinstated.
- or accommodation plan.

School-Based Interventions

Disruption to the learning environment could result in any of the following disciplinary actions:

- Temporary removal from the classroom (to hallway, therapeutic space, or office)
- In-School Suspension (temporary isolation in a designated location under adult supervision)
- Out-of-School Suspension (removal of a student from the school environment for short periods of time not to exceed 10 school days)

District-Based Interventions

For serious violations of CRCSD rules, students may be referred to the the school district for additional consequences. The process for this referral includes the use of a District Review meeting.

District Review

Students referred by building administration for a District Review Meeting will be notified of this referral. A meeting will be set up in a reasonable amount of time that is convenient for the student, the parents, school administration and district administration. This meeting will take place via Google Meet or by phone.

At the District Review, a hearing officer will gather information about the incident that led to the meeting. They will allow the student/parent to present evidence or supporting information and answer questions from the hearing officer. The information gathered at the District Review will be presented to a Chief of Schools. The Chief of Schools will make a determination of appropriate consequences, including but not limited to, return to building, probation or restriction in the regular building, alternative placement (in-person or online), and/or expulsion recommendation.

Consideration will also be given to relevant information about a student's disability, including relevant information from any IEP, FBA, BIP, and/or 504 Plan, when determining appropriate disciplinary consequences. Students with disabilities will not be removed from their current educational placement for behaviors related to their disability, except as permitted by law. Where suspension or disciplinary removal of a student with an IEP or 504 Plan results in removal from the student's educational placement for a total of ten (10) cumulative or consecutive school days in one school year, Manifestation Determination must be held no later than the tenth school day of removal.

For more detailed information, see the CRCSD Behavior Matrix.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in [district policy](#) and the law.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should complete the application for benefits found at <https://cedarrapids.familyportal.cloud/>.

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact your school nurse. More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](#)

Immunizations

Prior to starting school or transferring into the Cedar Rapids Community School District, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted for 60 days on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

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

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's Doctor, Osteopathic Physician, Qualified Doctor of Chiropractic, Physician Assistant, or Advanced Registered Nurse Practitioners. These forms cannot be signed by RNs, CNAs, CMAs, or other office staff as a proxy for the provider. stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact their school's health clinic.

Physical exams are free for students through Metro Care Connection. The school nurse can connect families with Metro Care Connection at 319-558-2481.

Administration of Medication

Students may need to take prescription or over-the-counter medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated medication consent form. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held ***in the school's health office, unless the school nurse authorizes otherwise,*** and distributed by the school nurse or a trained unlicensed personnel . Medication must be in the original container with the original pharmacy label, and a parental consent form that includes the student's name, date of birth, school the child attends, grade of the student, medication name, route to be administered, dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), and the name of the physician (if applicable).

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. If a child needs to be sent home due to illness or injury, the school shall notify the parents according to the information on the student's emergency contact form. The student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

Students are to be fever-free without fever reducing medication before returning to school. During times of high rates of illness, such as during influenza season, the length of time a student must remain home after fever/symptoms of illness may change as recommended by Linn County Public Health.

Staff trained in first aid/emergency care techniques may provide emergency care or first aid to sick or injured students whenever they are under District supervision. For severe or life-threatening injuries and illnesses, the Emergency Assistance Number (911) will be called, and the student will be transferred to an appropriate source of medical care as rapidly as possible.

During the published school-calendar year, each building will have designated, trained building medical responders. Written guidelines for medical emergencies will be reviewed and updated annually and will be available in every building. Medical responder teams will meet yearly to clarify procedures and update medical emergency practices.

Incidents requiring assessment by a healthcare provider will be documented according to Health Services reporting procedures. Medical responder teams will meet after emergency incidents for debriefing of the event.

Annually, parents are requested to provide emergency information, including the phone numbers of parents/guardians and alternative numbers to call in case of injury or illness at school.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the Cedar Rapids Community School District environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the Cedar Rapids Community School District, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

Sexual Abuse and Physical Abuse of Students by School Employees

Cedar Rapids Community School District's Level 1 investigator alternative is *Elizabeth Jacobi*. Allegations will be handled promptly and confidentially to the maximum extent possible.

Health Education List

Cedar Rapids Community School District provides the following age-appropriate and research-based materials and resources: ***Cedar Rapids Community School District's health education list***]

IASB NOTE: Per Iowa law, districts are required to include a list of age-appropriate and research-based materials and resources that may be used by parents to educate their children in recognizing unwanted physical and verbal sexual advances and other related topics as described in [256.9\(46\)\(a\)](#). The Iowa Department of Education is required to develop and make available to Cedar Rapids Community School Districts examples of age-appropriate and research-based materials and lists of resources. This list is titled “Health Education List” by the Iowa Department of Education and can be found here: [Health Education List \(iowa.gov\)](#)

IASB NOTE: The health education list must be printed in the student handbook and made available on the district website as required by Iowa law. Districts may want to consider including a direct link to the list in addition to the available printed copy in the student handbook.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities. We use [CrisisGo](#) as our Emergency Communication Technology during drills, and we also will use it in the event of a school emergency. Communication will be sent out to parents at the beginning of each school year on how to subscribe to the school’s CrisisGo Emergency Updates.

IASB NOTE: Iowa law requires schools to perform a total of eight fire and tornado drills each year. At least two drills of each type (fire and tornado) must be performed prior to December 31 and at least two drills of each type (fire and tornado) must be performed after January 1.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law ***[insert Physical Restraint and Seclusion of Students policy number]***

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Parents and Students can view up-to-date grades at any time via [Infinite Campus](#). Students receive progress reports in the form of report cards at the end of the semester via Infinite Campus. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within **14 days of the end of the grading period**. Extensions may be granted by the teacher. Failure to finish an incomplete will result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they should contact teachers directly first. Additionally, parent-teacher conferences are regularly scheduled and held in the fall. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through their child's teacher and/or counselor.

Satisfactory/Unsatisfactory Option

A student may choose ONE ELECTIVE COURSE PER SEMESTER (either a semester long or year-long course) to be graded on a Satisfactory/Unsatisfactory basis.

The criteria applied to all courses taken as satisfactory/unsatisfactory is as follows:

- Written parental approval is required.
- Satisfactory/Unsatisfactory requests must be made at least 2 weeks (10 days) school days before the end of the semester.
- Students must complete all course expectations as if they were receiving a grade.
- Students may not take any course required to meet content area graduation requirements as
- Satisfactory/Unsatisfactory.
- Courses taken as Satisfactory/Unsatisfactory will not be computed for Academic Honors.
- Advanced Placement courses and Concurrent Credit classes may not be taken as satisfactory/unsatisfactory.
- Courses that are taken as Satisfactory/Unsatisfactory will not be used to compute grade point and/or class rank.

Students must visit their School Counselor for the Satisfactory/Unsatisfactory – Request Form.

Testing/Survey Programs

Policy 0405: Student Assessment: Objective assessment of student achievement is an essential part of instruction which guides and documents student growth towards District curricular standards, evaluates individual and program needs, and identifies strengths and weaknesses of curriculum. Assessment is an ongoing process, that is both formative and summative, and consists of both formal and informal measures of individual and groups progress.

A comprehensive testing program is maintained to evaluate the education program of the District and to assist in providing guidance or counseling services to students and their families.

As part of a program funded by the United States Department of Education, no student is required to submit, without the prior consent of the parent or student (if the student is an adult or emancipated minor), to surveys, analysis or evaluation which reveals information concerning:

- Political affiliations; or beliefs of the student or student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or student's parent; or

- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

It is the responsibility of the District to collect and evaluate subjective and objective data regarding the progress of individual students. These data should be interpreted and reported by a responsible certified employee to persons with a legal right to the information.

Health Education Program for Students

Cedar Rapids Community School District provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the building administrator. Parents who wish to review or file a written request must contact the building administrator.

CPR Requirement

To graduate, students are also required by Iowa Code to complete psycho-motor training in CPR. There is no requirement that the student receive a certification for having completed the entire course. Students may complete this in sessions offered at school or on their own.

Schedule Change Requests

Making changes to student schedules for reasons that aren't academically necessary places great strain on the master schedule and compromises student achievement. Therefore, changes to a student's schedule will only be made if circumstances are compelling and supported by data. Priority is given to schedule changes that are deemed academically necessary. Here are some examples:

- student is missing a required class
- student has been scheduled for multiple courses in a single period
- student completed a scheduled course during summer school
- student has a need based on a documented disability
- student needs to make up a class they failed in the past

Examples of changes that are not deemed academically necessary:

- student wishes to change a teacher

- student wishes to change the order of classes or hour of release(s)/study hall(s)
- students wishes to change the hour of PE or type of PE

Students can request to add a course in the first six days of each semester.

Course Drops

Students must follow the following procedures to DROP a course.

- Written parental approval is required.
- Students may request to drop a course or make schedule changes within the first 10 days of each semester. After this 10-day window, dropping a course or making schedule changes requires completing a Course Drop Request Form, along with approval from a building administrator and the Area Chief of Schools. For more information and to obtain the Course Drop Request Form, please contact your designated School Counselor. If a student withdraws from a course after the 10-day period, it will result in a withdrawal/failure for the semester and a loss of credit.
- Additional qualifications include:
- Seven credit-bearing classes each semester, including PE one semester, are required in grade 9.
- Freshmen may only have one study hall or support course per 8-period cycle.
- Seven credit-bearing classes each semester, including PE one semester, are required in grade 10.
- Four credit-bearing classes each semester, plus PE one semester, are required in grades 11 and 12.
- Exceptions may be made after the 10 day period for students who want to replace an AP/advanced course with a regular level course.
- Students with 8 or more courses in a given semester can drop up to one course and earn a W for dropped course up until the 30th day of the semester.
- Principals, in consultation with the Chief of Schools and Chief Academic Officer, have the ability to override this policy when extenuating circumstances (i.e. medical) are presented.

Dropping a Kirkwood Linn Regional Center Course

Dropping a course may affect your academic progress, financial aid, visa status, and athletic eligibility. For all drop requests, students must communicate with both the high school counselor and the Kirkwood Student and Academic Support Coordinator to ensure the drop is processed correctly at both institutions within the established deadlines.

Specific drop dates can be found at www.kirkwood.edu/lastdaytodrop. Note that for short-term classes, such as some welding or OSHA courses, you must drop the course after the first day of class due to the limited meeting hours. If you have any questions, please consult with your high school counselor or the Kirkwood Student and Academic Support Coordinator.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration and remain in the room.

At WHS, 9th and 10th graders are automatically enrolled in a study hall during their open period(s). Students can OPT OUT of the study hall by having a guardian fill out [this electronic form](#) or the blue permission card available from the Attendance Office.. If study hall is on your schedule, you must attend it and treat it like an academic class. Students who have opted out must leave campus during that open period.

11th and 12th graders who have an open period will have a free period and be expected to leave campus during that time or be in the library. Students and parents/guardians may OPT IN and have a study hall added to their schedule. Guardians wanting study hall for their students would need to fill out and turn in the blue permission slip included in the summer mailing.

Student Honors and Awards

Presented at a School Assembly

- Academic Numeral: Earn a minimum cumulative 3.0 GPA both semesters of grade 9.
- Academic Letter: Earn a minimum cumulative 3.0 GPA for any two consecutive semesters during grades 10, 11, and 12.
- The Academic Certificate: As in athletics where students may earn only one varsity letter, Academic Letter winners receive only one letter. Students who earn at least a 3.0 GPA for four or six consecutive semesters receive a special certificate.

Presented on Senior Recognition Night:

- Outstanding Math Scholar: Complete four years of math.
- Outstanding Science Scholar: Complete four years of science.
- Outstanding World Language Scholar: Complete four years of a single world language.
- Outstanding AP Social Sciences Scholar: Complete four years of AP Social Studies.
- Warrior Credit Club: Earn 54 semester credit hours over the course of four years of high school.
- Advanced Placement (AP) Awards (Determined by The College Board)
- AP Scholar: Scores of 3 or higher on three or more AP exams.
- AP Scholar with Honor: Average score of at least 3.25 on all AP exams taken and scores of 3 or higher on four or more exams.
- AP Scholar with Distinction: Average score of at least 3.5 on all AP exams taken and scores of 3 or higher on five or more exams.
- Four Years of AP Testing Award: Take at least one AP exam each of four years of high school.

- Academic Honors Program: Earn a minimum of 42 total credits, 30 of which are from core subjects (language arts, math, science, social studies, and world language), and maintain a minimum 3.0 GPA in core subject classes.
- Academic Honors Program With Distinction: Earn a minimum of 48 total credits, 34 of which are from core subjects, complete four years of math, science, and language arts, three years of social studies, and two years of world language, and maintain a minimum 3.33 GPA in core subject classes.
- Valedictorian Scholar Award: Cumulative GPA of 4.0 or above.
- Salutatorian Scholar Award: Cumulative GPA between 3.95 and 3.99.
- President's Award For Academic Excellence: Sponsored by the President of the United States, presented to seniors with cumulative GPA at or above 3.5 and scores on national standardized tests at or above the 85th percentile.
- National Merit Commended, Semi-Finalist, and Finalist Awards: Based on PSAT scores and given by the National Merit Scholarship Corporation. To enter this competition, students must take the PSAT in the fall of their junior year.

Postsecondary Enrollment Options

Cedar Rapids Community School District provides students in grades nine through 12 with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or other post-secondary educational institutions.

Post-secondary Enrollment Options

The Postsecondary Enrollment Options (PSEO) program allows eligible high school students to expand their academic course offerings by taking college-level courses at many surrounding 4 Year Post Secondary institutions.

Eligibility Requirements	PSEO courses are open to 11th and 12th grade students. Also eligible are 9th and 10th grade students identified as talented and gifted through our district. Students must meet the college's entrance requirements and any course prerequisites or placement scores. Students must also demonstrate proficiency in three academic areas: reading, math, and science. Proficiency is primarily determined by the Iowa Statewide Assessment of Student Progress (ISASP). Students may not take a course which is "comparable" to a course at your high school. (A "comparable" course is one offered by Jefferson, Kennedy, Metro or Washington.)
College Credit	Students will earn high school and college credit for the courses taken. The final course grade will be recorded on the high school transcript as a weighted grade. Kirkwood transcripts must be submitted to Post-secondary institutions to receive college credit.
Costs	The Cedar Rapids School District will pay for the cost of tuition and textbooks. Students are responsible for transportation costs. Students will be responsible for all tuition and fees if the course is failed.
Course Limit	Per changes to Iowa Code in 2020, there are no longer statutory limits on the number of credits a student may take in a single academic year. Students are recommended to inquire about how credits could affect their enrollment status and financial aid in college.

Enrollment	<p>Registration must be completed through a school counselor.</p> <ol style="list-style-type: none"> 1. Meet with a school counselor to determine which courses are feasible. 2. Complete the PSEO enrollment/registration process for the desired institution by their enrollment deadline. 3. Enrollment in course is subject to the institution's final approval.
Transportation	<p>Students are responsible for transportation to and from class, field trips, and other out-of-class activities.</p>

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to **their counselor** for early graduation. A student who graduates early is considered an alumnus of the school and no longer a student.

Graduation

Students who are in good standing and who meet the graduation requirements set forth by the board and enumerated by the [CRCSD Program of Studies](#) are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Cedar Rapids Community School District students must earn a minimum of 40 credit hours to qualify for a diploma. Credit-bearing courses listed in this Program of Studies Book and taken in Middle School will count toward graduation requirements. One credit hour is earned for each semester course that meets for one class period daily. Two credit hours is the equivalent of a yearlong course. The credit hours required for graduation shall include the following minimum subject area requirements, per Iowa's Graduation Requirements:

The credit hours required for graduation shall include the following minimum subject area requirements:

English language arts: eight credit hours

Mathematics: six credit hours

Science: six credit hours

Social studies: six credit hours

Physical education: four credit hours

Financial literacy: one-half unit (currently fulfilled within the economics curriculum)

Elective sources: 10 credit hours (these courses vary upon interest of the student)

Course Load Requirements

9th grade

Students will maintain a schedule of 7 courses each semester, which includes year-long courses: Math, Science, Social Studies, Language Arts, and one semester of Physical Education.

*Students may also be scheduled for one Study Hall or Personalized Learning Lab each semester.

10th Grade:

Students will maintain a schedule of 7 courses each semester, including year-long courses: Math, Science, Social Studies, Language Arts and one semester of Physical Education.

*Students may also be scheduled for one Study Hall or Personalized Learning Lab each semester.

11th Grade:

Students will be scheduled for four or more classes, including core subjects Math, Science, Social Studies, Language Arts, and one semester of Physical Education.

12th Grade:

Students will be scheduled for four or more classes and one semester of Physical Education.

Aim For The College Contract

Students who meet the performance standards of the College Contract will be well positioned to enter most public and private colleges and universities, including the Iowa Regents institutions (U of I, ISU and UNI). In addition to the College Contract, Iowa Regents schools require students to achieve a Regent Admissions Index (RAI) score of 245 for automatic admission. Students that seek admission to highly selective institutions (Harvard, Notre Dame, Duke, etc.) will want to exceed the College Contract standards.

For more information on the RAI, please visit here:

<https://www.iowaregents.edu/institutions/higher-education-links/regent-admission-ind>

[ex.](#)

College Contract

- 4 years of language arts
- 3-4 years of mathematics
- 3-4 years of social studies
- 3-4 years of science (3 years of lab science with at least two years in biology, chemistry or physics)
- 2-4 years of world languages
- Significant additional credit hours of electives

In addition to the College Contract, institutions seek students who challenge themselves throughout all four years of high school. We recommend you strongly consider:

- AP Coursework
- Career Exploration via Workplace Learning Connection- Career Exploration Day, Job Shadows, and Internships
- Iowa Big coursework
- Kirkwood Community College coursework
- Leadership in school activities
- Service to the school and broader community
- Participation in extracurricular clubs and activities

STUDENT ACTIVITIES

Assemblies

Throughout the year, students attend school sponsored assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the Cedar Rapids Community School District. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

All field trips require parent permission, which is provided during enrollment and annual verification.

Student Government

WHS Student Senate is comprised of students in 10th thru 12th grade. They meet as part of their school day. Student Senate is responsible for all-school events like Homecoming, the 9-10 Leadership Retreat, and pep assemblies. Students interested in joining Student Senate can reach out to Ms. Oxley - boxley@crschools.us.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the coach/director and parent, or the student's parents personally appear and request from the coach/director to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the school administration. Funds raised remain in the control of the Cedar Rapids Community School District and the board. Curriculum related student organizations must have the approval of the school administration prior to spending the money raised. Classes that wish to donate a gift to the Cedar Rapids Community School District should discuss potential gifts with the building principal prior to selecting a gift.

All T-shirts and other garments printed by student groups or organizations and sold or given to students must have the advance approval of the school administration.

Dances

WHS Students may attend school dances if they meet [Good Standing](#).

Students may bring guests who are high school students or older. Guests who are not WHS students must also be in Good Standing at their home school and approved by WHS administration. Forms to request guest approval must be submitted to the administration one week prior to the event.

Student Participation in Non-School Athletics

A student who participates in a sport sponsored by the District may participate in a non-school team as an individual or member of a team in an outside school event, with permission of the Activities Director. Outside participation shall not conflict with the school sponsored athletic activity without prior approval by the Activities Director. This information will be available in the student handbook.

It is the responsibility of all student athletes to review the Non-School Team Participation rules and expectations as outlined in the student handbook. It is the responsibility of the student athlete to inform school personnel of a conflict. A student who participates in a sport sponsored by an organization other than the District without obtaining permission shall be ineligible to participate on a school-sponsored team in that sport for one-third of the season. A second offense shall be ineligible for one-half the season, while a third or more offense shall be ineligible for twelve (12) calendar months.

Applications for exceptions shall be applied for, in writing, to the Activities Director. The applicant will be notified of the Activities Director's decision in a timely fashion.

Cedar Rapids Community School District prohibits students who participate in school-sponsored athletics from participating in non-school sponsored athletics during the same season. See Board Policy **408.01-R(1)**.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of **Cedar Rapids Community School District's** policy on education records and other related information and procedures *[insert who to contact to obtain a copy and where a copy of the policy may be accessed, e.g. administrative office]*.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This

information is called directory information and is generally not considered harmful or invasive. Directory information includes ***[insert information that district has designated as “directory information”]***.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into ***[insert administrator]*** by ***[insert timeframe]*** of the current school year.

IASB NOTE: As required by federal law annual notice must be given to parents and eligible students regarding their right to restrict disclosure of directory information and the period of time they have in which to make that request in writing.

Student Photos

Cedar Rapids Community School District allows for school photos to be taken by a commercial photographer. Prior to students’ photos being taken, students and students’ parents will be notified. Parents must notify their child’s building principal in writing if they wish for their child’s photo not to be published.

Photos taken will be included in the yearbook and other media, unless parents request in writing otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student’s registration forms or records. Should a student make this request, licensed employees are required to report the request to the building principal, who will contact the student’s parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student’s legal status, such as a student’s name or the student’s custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the Cedar Rapids Community School District is maintaining a current and accurate student record.

School Library

Cedar Rapids Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

Students using the library are expected to use classroom decorum and follow all Cedar Rapids Community School District policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to 2 weeks and at that time must either be renewed or returned. Students who wish to check out library materials must *check them out at the Library*. Overdue library materials *will result in email notification from the school librarian*. Lost or stolen library materials *will be billed as a student fee*.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the Cedar Rapids Community School District community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 402.05 . Tests and assessment materials are only available for inspection with the consent of the building principal . Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

The Instructional Materials Reconsideration Committee addresses formal requests for reconsideration of library and instructional materials in the Cedar Rapids Community School District. The committee provides a context in which differences of opinion and possible selection errors may be examined openly.

The main task of the committee is to make a recommendation to the Superintendent when a citizen makes a written complaint against a library book, classroom material, or other instructional resource. District policy, regulations and procedures are considered when studying the challenged materials. In addition, CRCSD content experts may be consulted, as needed.

The committee forwards their decision to the Superintendent who, in turn, makes the final decision. Complaints are considered and acted upon within thirty school days of receipt. The committee typically meets on the second Wednesday of the month at 4:15 p.m. at the ELSC, only if there are items to discuss. All meetings are open to the public.

The Instructional Materials Reconsideration Committee is composed each year by September 30 and shall function through June 30 of the following year. The committee will consist of:

- One teacher leader designated by the CRCSD Office of Teaching & Learning
- One teacher leader responsible for District Libraries and/or teacher leader in content lead role
- At least two parents or community members
- CRCSD Curriculum Coordinators of Office of Teaching & Learning
- The Chair of the Committee is the CRCSD Leader Teacher Librarian

MISCELLANEOUS

Student Guidance and Counseling Program

Cedar Rapids Community School District maintains a guidance program that provides services to assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows. See your school counselor for assistance.

Visitors/Guests

Visitors are welcome to CRCSD under certain circumstances. All visitors must check in. All visitors must present ID, which will be scanned and ran through the Raptor system.

School Nutrition Program and Free and Reduced Lunch

The Cedar Rapids Community Cedar Rapids Community School District encourages all students to participate in school meals. A nutritious lunch and breakfast is available to all students. School meals offered reflect the Dietary Guidelines for Americans and provide the energy and nutrients necessary to optimize learning.

Washington High School qualifies for the Community Eligibility Provision (CEP) that allows us to serve breakfast and lunch at no charge daily for the 25 -26 school year.

While an application isn't necessary for meal benefits, there are many additional discounts for students who have qualified. If you believe your student/students will qualify for a free/reduced meal benefit please fill out an application at www.cedarrapids.familyportal.cloud.

To purchase ala carte the student is required to have money in their lunch account.

USDA requires families to complete the free/reduced application to receive additional benefits in the Cedar Rapids Community School District such as fee waivers, transportation, etc.

Menus are posted on the District website and available on the Nutrislice App: <https://cr.nutrislice.com/menu>. Menus may change due to emergencies, late starts, snow days, and manufacturing shortages.

Dietary Restrictions: If your student requires special dietary considerations, we need a note from the doctor on file. We ask that you obtain a diet prescription form from Health Services or the Food and Nutrition Department to be completed by your doctor. Completed forms can be returned to the school office as soon as possible to determine if accommodations should be made.

Parents are welcome to join their student(s) for lunch. If a parent plans to eat school lunch, they are asked to notify the office by 9:00 a.m. on the day they will need the meal. Parent meals may be charged to the student account if sufficient funds are in the account. All adults, including parents, are charged the full adult fee.

Buses and Other Cedar Rapids Community School District Vehicles

Buses and other Cedar Rapids Community School District vehicles (“vehicles”) are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the Cedar Rapids Community School District vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding Cedar Rapids Community School District vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and Cedar Rapids Community School District policies, rules, and regulations. Bus and vehicle specific rules are as follows.

Bus Expectations	
3 Bus B's	Expectations
Be Safe	Stay seated and buckle your seat belt
	Keep your hands, feet & objects to self
	Keep the aisle clear
	Stay out of the DANGER ZONES
Be Respectful	Follow driver/attendant directions
	Use classroom voices
	Use kind language - No Swearing
	No picture taking or videos
Be Responsible	Be on time for the bus
	Food and drink free zone
	Trash goes in the trash can

District Owned Recording Devices

The **Cedar Rapids Community School District** Board of Directors has authorized the use of recording devices on Cedar Rapids Community School District owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the

educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Drivers Education

Cedar Rapids Community School District no longer offers Drivers Education classes. Please see your counselor if you would like assistance with finding driving programs in Cedar Rapids.

Parent-Teacher Association/Organization and Booster Clubs

Cedar Rapids Community School District has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact Theresa Hall or more information.

- How parents may join.
- The role of the association/organization.
- When meetings are held.
- Short explanation of the association/organization and provided services.

School Announcements

Running announcements are broadcast on school monitors throughout the school day. They can also be viewed from the WHS website: <https://washington.crschools.us/>. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from *Ms. Hall*.

Lost and Found

WHS maintains a lost and found located *in room 115*. Items placed in lost and found will be maintained for *3 weeks*, after which items will be *displayed for 2 days and then either be added to Warrior Closet inventory or taken as a donation to Goodwill*. Items of higher value will be kept *in the Main Office*.

Citizenship

Being a citizen of the United States, of Iowa, and of the Cedar Rapids Community School District community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and Cedar Rapids Community School District community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and Cedar Rapids Community School District community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and Cedar Rapids Community School District community.