

KENNEDY

HIGH SCHOOL STUDENT-PARENT HANDBOOK



YOU HAVE
WHAT IT
TAKES TO BE
A COUGAR

2026 2027



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Welcome to John F. Kennedy High School

Founded in 1967, Kennedy High School has developed a reputation for excellence in every way: in Academics, Athletics and the Arts. Students at Kennedy excel when they take advantage of all that the school has to offer. Our academic programs, including the AP program, are the best in the state. Our performing and visual arts departments offer a variety of mediums for you to express yourself. And wearing the Kennedy uniform on a field of play is an amazing way to improve yourself and show your Cougar Pride.

At Kennedy, we emphasize our Cougar Commitments:

Accountability

Consideration

Integrity

Perseverance

Kennedy is all about finding out who you are and what you can do. Challenge yourself this year by exploring a new club or academic team. Reach out to your community by leading a service project. Or set the bar higher by taking courses that push you to think more in depth. No matter what you choose to do, Kennedy has the right programming to make your efforts worthwhile. Your time at Kennedy is an investment. Your teachers and support staff are ready to provide you with excellent instruction, superb coaching, and the support you need to succeed. When you walk out of Kennedy with a diploma in your hand, you will be ready to tackle the next big adventure in your life.

We welcome you, Cougars, to the next big year of your life.

KENNEDY MISSION STATEMENT:

To cultivate the personal and academic growth of our Kennedy community by ensuring a safe and inclusive learning environment that moves us courageously forward.

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

Every Learner. Future Ready.

To ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway and a passion for their future.

School Song, School Colors, and School Mascot

Kennedy Alma Mater

*To Kennedy High we lift our voice, and sing this song a new.
For memories of those happy days, for friends and knowledge, too.
We've learned to live within your halls, like brothers kind and true.
Oh, Alma Mater Kennedy, we sing this song to you.*

*And when it's time to leave your halls to seek another view,
We will remember gratefully all that we've learned from you.
And pray God's blessings will remain upon the school we've known,
Oh, Alma Mater Kennedy, you'll always be our home.*

Kennedy Fight Song

*Oh! We're the cougars of JFK
Out to win this game
We'll tame the foe; we'll keep on the go!
And charge right on to fame! Rah! Rah!
We're here to fight for JFK
Victory to gain,
For green and gold will lead the way
And victors we'll remain!*



Map of Kennedy

Map of Kennedy High School



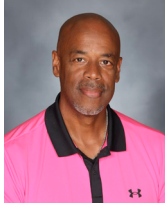
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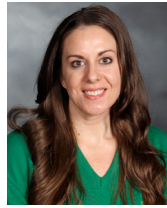
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Nathan Westbrook



Kollin Wiebel

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 directed to report it to the building principal or by writing to the Affirmative Action Coordinator for Students/Director of Student Equity, Cedar Rapids Community School District, 2500 Edgewood Rd N.W., Cedar Rapids, Iowa, 52405, or by telephoning 319-558-2000.

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 should go to the Cedar Rapids District website and fill out the New K-12 Student Enrollment form: <https://www.crschools.us/families-resources/register> or in person at the Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA 52405.

Annual Verification (formerly called E-Verification)

The window for Annual Verification opens in early winter and remains open through September of the next school year. Parents are expected to enter/update all required information and permissions in Infinite Campus every year. Infinite Campus is our only source for information in the event of an emergency so make sure all contact information is current.

Address changes can be made in the address information section of the Infinite Campus Parent Portal.

Contact the Main Office if you need help accessing or setting up an account.

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.

Our school calendar can be found on the Kennedy website:

<https://kenedy.crschools.us/our-school-k/calendar>

The District calendar can be found here:

<https://resources.finalsite.net/images/v1783436922/crschoolsus/emyetxiszzsxs1k1lhm7/2026-27Calendar6 9 2026.pdf>

Daily Academic Schedule

Monday - Friday	
1st Block	7:50-9:20 am
2nd Block	9:25-11:05 am
3rd Block	11:10-1:15 pm
<i>A Lunch</i>	11:10-11:40 am
<i>B Lunch</i>	11:40-12:10 pm
<i>C Lunch</i>	12:15-12:45 pm
<i>D Lunch</i>	12:45-1:15 pm
4th Block	1:20-2:50 pm
Homeroom	
1st Block	7:50-9:10 am
2nd Block	9:15-10:35 am
<i>Homeroom</i>	10:40-11:20 am
3rd Block	11:25-1:25 pm
<i>A Lunch</i>	11:25-11:55 am
<i>B Lunch</i>	11:55-12:25 pm
<i>C Lunch</i>	12:25-12:55 pm
<i>D Lunch</i>	12:55-1:25 pm
4th Block	1:30-2:50 pm
2 Hour Late Start	
1st Block	9:50- 10:45 am
2nd Block	10:50- 11:45 am
3rd Block	11:50 - 1:50 pm
<i>A Lunch</i>	11:50 - 12:20 pm
<i>B Lunch</i>	12:20 -12:50 pm
<i>C Lunch</i>	12:50-1:20 pm
<i>D Lunch</i>	1:20 -1:50 pm
4th Block	1:55-2:50 pm

Updated schedules can be viewed at: <https://kenedy.crschools.us/student-life/daily-schedule>

School Day – Arrival and Departure

The school day begins at 7:50 am and ends at 2:50 pm. Students may be dropped off at any entrance. After 8am, only Door 1 in the Horseshoe will be accessible. Busses drop off and pick up in both the North Parking lot and the Horseshoe entrance.

Student Attendance

School Attendance Number:
319-558-2251, press option 1

School Attendance Email: Kennatt@crschools.us

All students who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. The parent, guardian, or legal/actual custodian of a child, who is of compulsory attendance age, shall cause the child to attend a public school, an accredited nonpublic school, or receive competent private instruction during the school year (2019 Code of Iowa, Chapter 299A, 299.2, 299.1 and 299.1A; District Regulation 602.2, 12-11-17)

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.

The Cedar Rapids Community School District believes that excessive student absenteeism and tardiness is an early warning sign of poor academic achievement and puts students at risk of dropping out of school. An absence is any time a student does not access instruction (physically or remotely as designated). Absences will be recorded as part of a student's attendance record and tracked through Infinite Campus.

Although the District 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.

Absences: It is the responsibility of the guardian to notify the student's attendance center as soon as the guardian knows the student will not be attending school. This can be done via phone call or email. The contact information listed above is available 24 hours a day. All absences are automatically coded as unexcused. The guardian may rectify this by giving verbal or email notice within **two school days** of the reason

for the absence or provide necessary documentation. The administrator reserves the right to verify an absence as excused or unexcused and may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences.

Other excused absences may include, but are not limited to:

- Death or serious illness in the family*
- Religious holidays requiring absences from school
- Court appearances or other legal proceedings beyond the control of the family
- Class time missed because of attendance at a school-sponsored trip or activity*
- Other verified emergency as approved by the building administrator
- Other reasons which can be justified from an educational standpoint and which are approved by the building administrator

* Does not count against the per semester limit.

Students who are absent from school for excused reasons will be expected to make arrangements with appropriate school staff to recover the missed learning. Students are able to earn full or partial credit for the missed school work as agreed upon by the student and school. It is the student's responsibility to set this up, procure missed content, and complete all work. In instances where a long-term project was due on a day of absence, it is expected that it will be turned in immediately upon return. Work assigned while the student was absent should be completed and turned in within three (3) school days of their return in order to earn full credit. After three (3) school days, the teacher may impose penalties on credit earned at their discretion, in accordance with their classroom policies. Students are strongly encouraged to keep up with learning and assignments during any absence via Canvas, Google Classroom, email or other means.

Students who receive an unexcused absence will not be allowed to make up work, including tests, quizzes or projects, missed during their absence.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

Tardy: Arriving at school or class after the official start time constitutes tardy. If a student is consistently arriving late or leaving early and it is documented, the information will be considered at the District and County Attorney levels. Time missed from instruction due to tardiness or leaving early will count towards the cumulative hours a student is absent.

A student is considered tardy if:

- The student enters class after the period has begun and up to 10 minutes. After 10 minutes, the student is considered absent.
- If a student enters the building for the day after these tardy time frames, and checks into the main office, the school designee will record their entry time into Infinite Campus using the Check In/Check Out feature in which this time will count towards unexcused absences.
- Consequences will be issued to students based on accumulation of tardies per class per semester:

Number of Tardies Per Class per Semester	Action or Consequence
1	Warning from Teacher
2	Call or email home from Teacher
3	Before or After School Detention
Each additional 3	Before or After School Detention

- Teachers may impose an in-class consequence for tardies in addition to the items identified above. Bolded items are issued by the school administration.

Unexcused Absences:

Any unexcused absence may result in a conference with a Facilitator/Administrator which may result in a detention, parent meeting or referral for additional services.

A student is considered to be unexcused if:

- The guardian has not given verbal or email notice within two school days of the reason for the absence or provided necessary documentation to the attendance office.
- A student is absent from class without an approved reason.
- A student is absent for an extended period of time during class.

Consequences will be issued to students based on accumulation of unexcused absences per class per semester:

Number of Unexcused Absences Per Class per Semester	Action or Consequence
2	Before or After School Detention
4	Before or After School Detention
Each additional 2	Before or After School Detention

Students who receive an unexcused absence will not be allowed to make up work missed during their absence.

Detentions: Students will receive an email with the number of detentions they have earned and a due date to complete the detentions by.

Saturday School: Students who do not serve their detentions will be required to attend Saturday School. Saturday School runs from 8-10 am on the following dates:

Sept 19
Oct 3 & 17 & 31
Nov 14
Dec 5 & 19
No January Date
Feb 13 & 27
Mar 13
Apr 3 & 17
May 1 & 15

Responding to Excessive Absenteeism: Chronic Absenteeism is defined as missing 10% or more school days in a semester. If a student is absent more than 15% (12 days or 81 hours), the parent will be required to attend a School Engagement Meeting to create an Absenteeism Prevention Plan. The School may also begin weekly check-ins with the family.

Students missing 20% or more school days in a semester may result in a referral to the county attorney. Parents will be notified digitally through Infinite Campus and notifications will be logged in the Infinite Campus system when a student reaches 10% and 15% absenteeism. 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.

Parents will receive an automated phone call whenever their student is marked absent. Parents can also receive automatic notification by downloading the Infinite Campus phone app.

Attendance Disruptions

During Finals and Standardized Testing, we will not allow students to be called out of classes during class periods because it is extremely distracting to students taking tests to be interrupted with repeated passes being brought to classrooms. If your child has to leave early, they may only do so during passing times between classes or tests. Make sure you are familiar with the testing schedule which will be posted on the Kennedy website.

Students leaving must check out with the attendance office. Please be sure to call them out prior to the passing period. In addition, please consider following the above procedure during regular classroom testing.

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://www.crschools.us/families-resources/register/open-enrollment>

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, note that according to Senate File 2435 these are considered unexcused absences.

Release and Open Campus Privileges During School Hours

Release

- Students are assigned a study hall for any period that they do not have a class.
- Students who qualify, may apply for an off campus/ release allowing them to leave campus during Study Hall periods. A signed release permission form must be completed by the parent or guardian. Forms are available in the Attendance Office.
- Students **must leave campus during their Release Time** and not loiter in parking areas or corridors. They must return to the building when scheduled to return. Habitual lateness and/or refusal to leave campus may result in a revocation of release privileges.
- Release privileges may be withdrawn at any time by the parent/guardian or an administrator.
- Academic failure and/or poor attendance practices may cause the withdrawal of a student's privilege.
- Students who lose their privileges will be assigned a Study Hall.

Lunch/Open Campus

Freshmen And Sophomores

Freshmen and sophomores have Closed Lunch. Closed Lunch means that students may not leave the campus during their lunch period and, further, must remain in the approved areas of the campus during that time. Approved areas include the cafeteria, and the courtyard. Other areas, such as parking lots or athletic fields, are unauthorized. Students may not be in those areas during the lunch period.

Juniors And Seniors

Students classified as juniors and seniors have Open Lunch privileges. Open Lunch means that students may leave the campus during their assigned lunch period. If students with Open Lunch choose to remain on campus, however, they must remain in the approved areas. No student, regardless of grade level or lunch designation, may loiter in unauthorized areas of the campus. Parents wishing to restrict lunch privileges are expected to notify the school. School officials reserve the right to restrict Open Lunch privileges if behavior or attendance circumstances warrant such action.

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

Student Appearance

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.
- Also prohibited are 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.

Student Care of School Property/Vandalism

Students should respect the property of others at all times; this includes fellow students, teachers, other staff, and District property. Possession of property without the permission of its owner is theft. Students who are found to have possession of another's property without their permission will be suspended from school and face the possibility of transfer to an alternative school and/or expulsion.

Vandalism is the destruction of property whether intentional or unintentional. Students who vandalize property face consequences up to and including transfer to an alternative school and/or expulsion.

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.

The 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 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.

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 Publication

Students have the right to exercise freedom of speech. Student publications are instruments through which students, staff, administrators, and the public can gain insight into student thinking and concerns.

School journalists may write about controversial issues in the school, community, and world. Student editors and writers, however, must observe the same legal responsibilities as those imposed upon conventional news media. Specifically, school journalists must refrain from publication of material that:

- Is obscene or vulgar
- Is libelous
- Causes material and substantial disruption of the orderly operation of the school
- Infringes on the rights of others
- Encourages students to commit unlawful acts
- Encourages students to violate school rules

For more information, go to <https://www.crschools.us/families-resources/handbooks/parent-notifications>

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 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. See Board Policy, Regulation 0600.02-R(1).

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. The student or another individual shall be present whenever practicable during any 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.

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.

Vehicle Searches: 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.

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; [District 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 Kennedy 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 should be filed promptly, reasonably and in good faith. Go to the Bullying and Harassment page of the CRCSD website for more information: <https://www.crschools.us/families-resources/student-supports/social-emotional-behavioral-health>. 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.

Sexual Harassment

Sexual Harassment of any form is not acceptable and will not be tolerated at Kennedy High School. Students may report any form of sexual harassment to school administrators or counselors. As well, students can contact the District at 319-558-2000 to report sexual discrimination of any kind including sexual harassment.

Sexual harassment is defined by the District as:

- Making participation in unwelcome sexual contact a

criteria for receiving aid, benefits, or services.

- Unwelcome conduct so severe, pervasive, and objectively offensive that it interferes or denies a person equal access to educational opportunities or activities.
- Sexual assault, dating violence, domestic violence, or stalking as defined by the statutes cited in 34 C.F.R. 160.30.

Examples may include or are not limited to: verbal or written abuse, including through the internet or social media, unwelcome advances/coercing, physical contact, or pressure for sexual activity, implied threats or promises, sexual graffiti, gestures or jokes, or spreading rumors of a sexual nature.

Hazing

Hazing is prohibited by the Code of Iowa, Section 708.10. Kennedy High School prohibits any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. This includes but is not limited to activities like being yelled at, swore at, forced to wear embarrassing clothing, taking cold showers, participating in forced physical activity. Hazing violations can result in removal from extracurricular activities, suspension, and possibly expulsion from school.

Threats of Violence

All students and all staff deserve to be treated with respect at all times. Every student has the right to a safe learning environment and to attend a school that is free from discrimination. The following are clear legal violations and should be reported to the administration immediately. Violations will result in disciplinary actions that include suspension, expulsion and/or action from law officials.

- Use of electronic media to communicate threats, regardless of when used
- Threat to or assault on any school employee
- Threat of physical assault on another student to obtain money or other materials of value
- Possession of a weapon or an object that appears to be a weapon
- Fighting or harassing others
- Bringing or inviting friends or relatives to campus to intimidate students or staff

Weapons and Weapon Look-alikes

Weapons, weapon look-alikes, and other dangerous objects cause material and substantial disruption to the school environment and 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 and are prohibited. Any object which could be used to intimidate, coerce, scare or threaten a student, District employee or visitor may be considered a weapon. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon. 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 and including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Students caught under the influence of alcohol or other drugs at Kennedy home activities outside of the school day or out-of-town co-curricular events will be turned over to the local law enforcement authorities, may be banned from all Kennedy activities for a period of time, and may face school suspension.

In addition, the use of tobacco/vape by students will not be permitted on the school campus. Students using tobacco/vape on campus will be ticketed by police officers and face fines of \$50 to \$250 and are subject to disciplinary action up to and including suspension from school. Kennedy is a TOBACCO/VAPE FREE SCHOOL ENVIRONMENT. No

student, staff member or school visitor is permitted to use, possess, or display any tobacco/vape product at any time in any building, facility or vehicle used for district purposes; on any school grounds or property - including athletic fields and parking lots; at any school-sponsored or school-related event.

Additional Prohibited Actions:

The following are disruptive to our school environment and are prohibited:

- Occupying restricted areas of the campus
- Disrupting classes or school activities
- Use of skateboards and rollerblades on the campus
- Use of profanity or obscene language anywhere on campus
- Gambling
- Stealing
- Unauthorized use of music players, cellular phones, and/or electronic devices inside the classroom
- Any sexual activity on campus
- Deliberate or open defiance of authority
- Recording or taking pictures of another student or staff member without the full knowledge and consent of all parties.

Involvement in any of the preceding items can lead to confiscation of unauthorized items, detention, suspension, or even expulsion.

Internet

Students will be able to access the internet through their Chromebooks. 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

Personal Electronic Devices -new for 2025

All procedures are aligned with CRCSD Policy 0611: Student Use of Personal Electronic Devices. Per the policy, "Personal electronic device" is a device used by a student to send or receive information or create or review content, including but not limited to:

- cellular and mobile phones
- watches or other wearable devices (examples including but not limited to earbuds, earphones, headphones and similar items)
- laptop or notebook computers
- tablets
- video game devices
- portable media players
- and any applications or programs installed by the student on a school-owned or issued device that are used to send or receive information or create or review content

A "personal electronic device" does not include a device: issued by the District or a school to a student or group of students; or possessed by the student for documented legal, health, and/or safety purposes and used solely for those purposes as outlined in the Exemption Procedures below.

General Rules:

Kennedy High School strongly recommends that all devices are left at home. **Kennedy assumes no liability for any device a student brings to school.** In addition, Kennedy administration will not help locate lost or stolen devices brought to school.

A device may not be seen or heard from 7:50 AM to 2:50 PM anywhere on campus. This includes passing time, lunch and study hall. In addition, a device may not be seen or heard in the cafeteria during breakfast hours (7:15-7:50). Violation of the rules will result in cascading disciplinary consequences as outlined below.

Device Use for Instructional Purposes: Teachers must submit all requests for use of personal electronic devices in their classes and turn in their syllabus containing the specific instructional activities to Kennedy Administration prior to the start of each semester AND receive confirmation of approval.

Violations:

All personal electronic device violations must be documented in Infinite Campus, regardless of whether the student did or did not give up the device.

of the device for the remainder of the day by school administration. Devices will be kept in the Main Office and, per policy, only returned to the student after 2:50 PM but must be retrieved no later than 3:30 PM. Parents will be notified of the violation.

2. Third offense: The device will be confiscated by Kennedy Administration and stored in the Main Office for the remainder of the day. The device will only be returned to the student's parent or other adult listed in Infinite Campus between 2:50 PM and 3:30 PM. Students with three violations in a semester will also be in violation of the Kennedy Good Standing Policy and be unable to attend events per that policy.
3. Fourth and subsequent violations will result in Out-of-School Suspension for the remainder of the day.
4. When an adult sees or hears a device, they will ask for that device to be turned over. Any refusal or delay by the student in handing over the device is immediately considered major insubordination, resulting in, at a minimum, Out-of-School Suspension for the remainder of the day.

Exemption Procedures

1. Instructional Exemptions
 - a. Teachers must submit all requests for use of devices in their classes and turn in their syllabus containing the specific instructional activities to Kennedy Administration prior to the start of each semester AND receive confirmation of approval.
2. Petition by Parent:
 - a. Each year, a petition must be filed in writing and include a signed letter from a medical professional that provides:
 - i. The unique facts surrounding the physical or mental health need.
 - ii. The letter must indicate how the student, in their opinion, should be allowed to use the specific device per their diagnosis.
 - iii. The letter must be dated.
 - iv. The principal will review each case and provide specific regulations for use, and issue the student an Electronic Device Exemption Card or deny the request.
 - b. Student Plans
 - i. All students who require access to an electronic device per an IEP, 504, or Health Plan must submit to their appropriate plan coordinator written medical documentation from a provider that indicates:
 1. The unique facts surrounding the physical or mental health need.
 2. The letter must indicate how the student, in their opinion, should be allowed to use the specific device per their diagnosis.
 - ii. The appropriate team will determine how to write the accommodation into the plan.
 - iii. The student will be issued an Electronic Device Exemption Card.

1. First and Second offense will result in confiscation

District Issued Laptops

Students in all District high schools are issued a Chromebook laptop for use in and outside of school. These devices require students to take on additional responsibility in exchange for the benefits of having access to the devices. All students and their parents/guardians must sign off on the District's Student Device Use Agreement and adhere to all District policies and procedures regarding these devices before one will be issued to them.

As with personal electronic devices, the District-issued laptops should only be used in class when the instructor gives explicit permission to do so. Students do not have a right to use their District-issued device during classes unless otherwise designated in an Individual Education Plan or 504 Plan. Students who do not adhere to classroom rules and teacher directions regarding these devices may have them confiscated by school administration for a period of time up to and including the remainder of the school year.

Students are responsible for the care and condition of their device. Protective cases are issued with each device and are required to be kept on the device.

From the Use Agreement:

Students are responsible for the care and condition of their device. Protective cases are issued with each device and are required to be kept on the device. From the Use Agreement form on the CRCSd website: <https://www.crschools.us/student-life/technology/student-devices>

In the event of damage not covered by the warranty, the Student and Parent may be billed a fine according to the severity of damage.

The District reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school. (See the Standards for Proper Care for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)

The Cougar Tech Center is our Student Device Help Desk located in the Middle IMC. They can help you with any kind of problem you may be having with your device, including password problems, software issues, broken screens and other damage. The Help Desk will be able to make repairs in-house for most issues. Stop by with any question, problem, or repair. You can contact Mr. Long at 319-558-2511 x72030 or jalong@crschools.us.

Use of Motor Vehicles

Driving a motor vehicle to and parking it at the school is a privilege. Juniors and Seniors who have a valid permit are allowed to drive and park a motor vehicle at the school in the designated student parking area. There are parking options available to Freshmen and Sophomores at nearby church lots. Students are to drive and park their motor vehicles for the purpose of attending school or extracurricular activities. Students may not loiter, or be in their vehicle during the school day, unless granted permission from an administrator. Students will leave the school when there is no longer a legitimate reason for the students to be at the school.

Students must comply with Kennedy school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion.

Information, including rules and regulations and the parking application form can be found on our Kennedy Website: <https://kenedy.crschools.us/families-resources/parking-transportation>

Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. Students may obtain a hall pass from a teacher/staff member. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

If a student wants to see a staff member during their study hall, a pass may be issued. If students are issued a pass during a class, teachers will have discretion when to allow students to leave so they aren't missing valuable instruction time. Students are expected to carry a pass whenever they are in the halls during class time.

Academic Integrity

Kennedy High School expects students to excel in academics and to complete all work in an honest and forthright manner. Academic dishonesty includes but is not limited to using Artificial Intelligence of any kind without teacher permission, looking at or copying another student's schoolwork and taking ownership, copying from other unauthorized sources such as past exams, or unauthorized use of electronic devices.

Academic dishonesty including plagiarism and cheating are strictly prohibited and will result in severe academic consequences. Consequences will include a behavior referral, an email or phone call home, and a meeting with the teacher and possibly administration. The consequences will also 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 a student present others' ideas or words as their 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

As technology evolves, students may encounter or use artificial intelligence (AI) tools, such as chatbots, writing assistants, or image generators, in their academic and personal lives. This policy outlines appropriate and responsible use of AI at school to support learning, creativity, and integrity. Artificial Intelligence (AI) refers to computer programs or systems that can perform tasks such as writing text, answering questions, solving math problems, creating images, or summarizing information. Examples include ChatGPT, Grammarly, Canva AI, Photomath and image generators.

Acceptable Use

- With Teacher Permission: AI tools may only be used for classwork or homework when a teacher or staff member explicitly allows it.
- For Learning Support: Students may use AI to help study, practice, or understand topics (e.g., asking for summaries, explanations, or practice questions).
- With Proper Credit: If a student uses AI to help generate ideas or content for an assignment, they must clearly state that AI was used and how (e.g., "I used ChatGPT to help brainstorm ideas for this essay").

Unacceptable Use

- Cheating or Plagiarism: Submitting AI-generated work as your own without permission or acknowledgment is dishonest and will be treated as academic misconduct.
- Bypassing Learning: Using AI to complete assignments or answer test questions without doing the work yourself is not permitted.
- Inappropriate Content: Using AI to create or view harmful, inappropriate, or offensive content is strictly prohibited.
- Without Understanding: Relying on AI without understanding the material or checking for accuracy can lead to mistakes and misunderstandings.

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 Activity Office.

STUDENT CONDUCT

Good Conduct Rule

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 and must

conduct themselves as good citizens both in and out of school at all times. 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. It is the responsibility of the student to be familiar with the entire policy which can be viewed on the [Parent Notification](#) page of the District website under the Co-Curricular Activities Eligibility tab. The Activities Director will keep records of violations of the good conduct rule.

Prohibited Activities and Violations

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.

Eligibility for Extracurricular Activities

For Athletics

- be enrolled or dual-enrolled in school
- be under 20 years of age;
- be enrolled in high school for a maximum of eight

semesters. Students retained academically are not granted extra eligibility.

- 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
- meet 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.

For Co-Curricular Activities:

- 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
- be earning passing grades in at least 4 credits in the current term at the grade check times
- be making adequate progress toward graduation

Students in co-curricular activities failing to meet the first two criteria above will not be allowed to participate in the next performance/competition during the current/ following term as determined by the school administration.

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 or accommodation plan.

Sports

At the beginning of each sport season, each athlete participating in a sport must complete the online registration process through the Bound website. The link is available on the Athletics page of the Kennedy website.

- Uploading a current medical eligibility form dated within the last calendar year
- Electronically signing the acknowledgement of the District Good Conduct Policy
- Electronically signed concussion form as required by the Iowa Department of Education

Rosters will be submitted by coaches prior to the start of each season. Athletes that do not have these items on file will not be permitted to start practice without an update of this information.

Permission to practice must be cleared in the Activities Office before an athlete is allowed to practice.

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)
- Detention (lunch, after-school, or Saturday)
- 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)

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the classroom teacher.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by an administrator after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by the building administrator. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

District-Based Interventions

For serious violations of CRCSD rules, students may be referred to 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 school 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 contact the Kennedy Main Office for more information and waiver forms.

Book Fees

There is a district-wide high school Book Fee of \$100.00 per student. Those who qualify for reduced fees will pay \$60.00.

The Book Fee helps pay for textbooks, electronic textbooks, and supplementary instructional materials. It does not include fine arts fees, lock fees for individual interscholastic sports, or special materials for personal projects.

To qualify for fee forgiveness or reduction, you must be approved for a free/reduced benefit AND complete the Educational Benefits question in the Annual Verification (Infinite Campus).

Music Fees

BAND Instrumental Rental- See Director for more information
ORCHESTRA Instrument Rental- \$75 (required for use of school cello and bass)

Payment

Various school fees and items such as parking tickets and fine art fees may be paid by:

- Stopping at the bookkeeper's office at Kennedy
- Mailing a check to Kennedy, attention: Bookkeeper, or by VISA/Mastercard or Discover on the parent/guardian's Infinite Campus account.

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. More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](https://www.iowa.gov/health-human-services)

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 conditionally for 60 days if they have completed provisional requirements. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Students can receive vaccines through Metro Care Connection, if they qualify based on insurance. Go to the Metro Care Connection page on the District website for more information: <https://www.crschools.us/families-resources/health-services/metro-care-connections>

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. Contact the Kennedy Clinic for

more information at 319-558-2054.

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 medical eligibility form signed by the student's doctor, osteopathic physician, qualified doctor of chiropractic, physician assistant, or advanced registered nurse practitioners stating that the student is physically fit to perform in athletics prior to the start of the sport. These forms cannot be signed by RNs, CNAs, CMAs, or other office staff as a proxy for the provider. 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 can contact Metro Care Connection, part of the Cedar Rapids Community School District health services. Physical exams are free for students. The number is 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 the required form. 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 nurse or 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). Contact the Clinic for the appropriate form.

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.

Additional Student Support Programs

Sometimes students are not motivated for success in the classroom. Others struggle with appropriate behavior. Our mission is to support every student with what they need to be successful.

- The Learning Support Team meets to collectively create a specific program for students discussed by the group.
- Advisory Homerooms have been added to infuse opportunities to support student achievement.
- Intervention Specialists, Facilitators, and Interventionists provide academic support to identified students.

Metro Care Connections

Metro Care Connection is part of the Cedar Rapids Community School District health service. Services include sport physical exams, immunizations, treatment of minor

illnesses, basic laboratory tests, health education, and referrals for complex medical conditions. Services are free of charge to any District Student and are aimed at keeping students healthy and in school. Students under the age of 18 must have a completed consent form signed by a parent/guardian to receive medical care. For questions regarding the Metro Care Connection Program, please call 558-2481 or go to <https://www.crschools.us/families-resources/health-services/metro-care-connections>

Cougar Corner Food Pantry and Cougar Closet

In 2019, Kennedy teachers started a food pantry to support the needs of any Kennedy family. A clothing pantry was soon added. The food pantry offers free food, toiletries, household items, personal care items, and more. All students are welcome to utilize this as much as needed. Hours and dates will be posted.

Donations are greatly appreciated and may be dropped off in the Main Foyer. For more information, check out the Cougar Corner Food Pantry page on the Kennedy website.

Mental Health Therapy

Cedar Rapids Community Schools, Kennedy, and Tanager have teamed up to provide in-house therapy services for students. This service supports students' mental health while not worrying about having to leave school for an appointment. Therapy helps students work through a multitude of different areas of their lives such as stress with school, family issues, anger, anxiety, depression, past trauma, and so much more. If you are interested in therapy or have any questions please feel free to email schoolbasedsup@tanangerplace.org or call 319-286-4545. You may also stop by the Counseling Office with questions about engaging in these services.

Please note, if you are in crisis please see your school counselor (during school hours), call Foundation 2 at 319-362-2174, or call 911.

Hazel Health

Hazel Health is a mental health teleservice available to K-12 students in the Cedar Rapids Community School District. This provider was added to help eliminate barriers to receiving quality mental health care for all students at no out-of-pocket cost to their families. Students must be referred to the program by a school staff member or their parent/legal guardian. Appointments are available at home or school Monday through Friday, 7 am to 7 pm. More information can be found at: <https://www.crschools.us/families-resources/health-services/mental-health>

School Resource Officer

Officer Drew Tran, is an integral part of the staff and is available on campus throughout every day, providing support and assistance to students and staff. The purpose of the SRO position is three-fold: to deter intruders from being on the campus and from entering the building, to help maintain the safety and security of students and staff, and to provide support to students when needed. He also assists with school permits. You can contact him at (319) 558-3200 or email him at atran@crschools.us.

Sexual Abuse and Physical Abuse of Students by School Employees

The District's Level 1 investigator is Elizabeth Jacobi. Please call the District Office at 319-558-2000 to reach her.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters as required by Iowa law. 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.

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.

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 student's progress, they should contact teachers directly first. Additionally, parent-teacher conferences are 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 student'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.

- 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

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 group 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.

Surveys: 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.

Iowa Statewide Assessment of Student Progress

The ISASP tests are scheduled in the spring of each school year. The tests measure basic skills development and the results provide valuable information to students, parents, and our school staff. Solid attendance and taking the tests seriously enhance the validity of individual and school wide scores. Students who take online classes are still required to take the ISASP test at the school they are enrolled in. Help us accurately measure student academic progress by supporting the testing time.

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. Each semester during one PE class period, a nurse practitioner from Linn County Public Health will talk to students. Information presented include: pregnancy prevention, sexually transmitted infections, and building healthy relationships.

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 principal.

Students are also required by Iowa Code to complete training in CPR. There is no requirement that the student receive a certification for having completed the course. However, the course must include components that one would find in a course that leads to certification. The purpose is to provide students with the skills to assist a classmate or staff member in cardiac distress. The rules do not permit an infant-only CPR course for the reason that such a course would not equip a student with the skills necessary to assist a peer or adult. Non-certified sessions to complete this requirement are offered at Kennedy during the year but a student may also provide outside proof of completion to satisfy this requirement.

Courses 2026-2027

Kennedy offers a wide array of course options. Not everyone takes the same path to graduation. Students have the opportunity to challenge themselves by tailoring a customized pathway that best suits their needs. More information can be found in the [District Program of Studies](#) book found on the District Website.

ENGLISH LANGUAGE ARTS

Four years of English in grades 9 through 12 are required. Students will be enrolled in required yearlong English Language Arts classes in ninth and tenth grades. During their remaining two years of high school, they must take two more yearlong English courses. Several yearlong course options are available for juniors and seniors: U.S. Humanities and Composition, World Humanities and Composition, African American Humanities and Composition, Perspectives in Literature and Composition, AP Language and Composition, AP English Literature and Composition, Composition I, and Composition II.

We encourage students to also get substantive experience in writing through our award-winning journalism program. Students can become active participants in our school news magazine- The Torch, or our yearbook- The Profile. Several elective courses including Intro to Media-Journalism, Broadcast Journalism, Creative Writing, Speech and Debate, and Theatre Arts are available to students as well.

Students who complete five yearlong courses in language arts and fulfill additional requirements may be eligible for the Language Arts Scholar recognition.

MATHEMATICS

Students are required to complete three years of mathematics in high school. However, we encourage all students—especially those planning to attend college—to pursue four years of mathematics during grades 9–12. Students should work toward meeting the admission requirements of Iowa's Regent Universities, which include at least two years of Algebra and one year of Geometry.

For students that have completed Algebra 1, Geometry & Algebra 2, advanced and elective math courses are available, including Precalculus, AP Precalculus, Finite Topics with Statistics, AP Calculus, AP Statistics, and Financial

Literacy Math. Financial Literacy Math focuses on practical financial skills and real-world money management. Students and their families are encouraged to work closely with school counselors to develop a three-year mathematics plan, with a four-year sequence being the recommended goal.

Students who complete four or five years of mathematics at Kennedy may earn Math Scholar recognition, demonstrating a strong commitment to academic excellence in mathematics.

SOCIAL STUDIES

Students must complete a minimum of three years (six semesters) of Social Studies courses, including a year of United States History, a semester of Economics, and a semester of US Government. Students in ninth and tenth grade must complete one of the following Social Studies courses:

- World History
- AP Human Geography
- AP African-American Studies
- AP World History
- AP European History

In addition, tenth through twelfth graders also have several electives to consider in social studies: AP Psychology, Philosophy, Current World Issues and African American History.

In tenth grade students must take U.S. History or AP U.S. History.

In eleventh grade students must take American Government and Economics. This can also be done during the student's senior year.

To meet the American Government requirement, students must complete one of the following:

- American Government (semester) or
- AP Comparative Government and Politics (yearlong) or
- AP US Government and Politics (yearlong)

To meet the Economics requirement, students must complete one of the following:

- Economics (semester) or
- AP Micro/Macro Economics

Students may choose to take AP World History, AP European History, AP Human Geography or AP African American History anytime after the freshman year.

Students completing four or five years of social studies and fulfilling additional requirements may be eligible for the social studies scholar honor. In addition, students who take African American Humanities and a second African American course may receive a recognition cord.

SCIENCE

Students must complete six semesters of Science courses in order to graduate. Many colleges require three years of high school science for admission. Some insist that at least two of

those three years of high school study be yearlong courses in biology, chemistry, or physics. We strongly recommend that college-bound students complete at least three years of yearlong science at Kennedy. Four years is even better, especially if a career in science is being considered.

Freshmen must complete either Biology or Advanced Biology. After freshman year, students must complete courses in physical science.

Students can meet the physical science requirements by completing one of the following options:

- Physical Science: Concepts in Chemistry and Physical Science: Concepts in Physics
- Physical Science: Concepts in Chemistry and Physics (yearlong)
- Physical Science: Concepts in Chemistry and AP Physics (yearlong)
- Chemistry (yearlong) and Physical Science: Concepts in Physics
- Chemistry (yearlong) and Physics (yearlong)
- Chemistry (yearlong) and AP Physics (yearlong)

Courses of study in science are available to students interested in an academic challenge. These elective options may include Astronomy, Earth Systems, Anatomy and Physiology, Forensic Science I, Forensic Science II, Botany, AP Biology, AP Chemistry, AP Environmental Science, and AP Physics I and AP Physics II. Many of these courses have prerequisites. See the CRCSD Program of Studies on the District website for specifics.

Students can earn the four or five year science scholar recognition by completing a minimum of 8 credits (4 years) or 10 credits (5 years) while in high school.

WORLD LANGUAGES

We strongly recommend at least two years of the same world language for college-bound students. Four years of study is even better because it helps students to develop more sophisticated communication skills and a richer understanding of other cultures.

Spanish, French, German, and Japanese are available at Kennedy. As language acquisition is an extensive process, we recommend that students who can, should take four years of a language prior to the AP level course (German and Japanese) or a Kirkwood Concurrent course (Spanish and French). The World Language scholar honor can be earned by completing four or five years of study.

PHYSICAL EDUCATION

All students are required by state law to complete at least a semester of physical education each year of their high school career. Four PE credit hours are required to graduate. There are many course options. See the Kennedy website for more information.

Course choices include:

- Performance PE

- Personal Fitness
- Team Fitness
- Health and Fitness
- Online PE (through CRVA-see your counselor for more information)

ELECTIVES

Many outstanding elective courses are offered in music, visual arts, business education, computer science, industrial technology, and family and consumer science. Our elective courses enrich students' educational experiences, assist in the development of personal interests, and contribute to the career exploration process. Refer to the District Program of Studies on the District website for details on these courses.

FRESHMAN SEMINAR

Freshman Seminar is more than just a class—it's an exciting journey that helps students step into high school with confidence, purpose, and enthusiasm. Throughout the year, it'll be a fun and meaningful experience designed to support students as they navigate this new chapter, sparking curiosity, growth, and self-discovery along the way. The course covers areas like understanding yourself and building strong relationships, developing good habits for success, exploring future career and college options, and becoming more engaged in the community. By the end of the year, students will feel clearer about their goals and more confident in making passionate decisions about which District Career Academies truly inspire them. This isn't just about learning facts—it's about inspiring students to reach their full potential and make a positive impact on the world around them.

Credit Requirements

Under the semester-based credit system, a passing grade in a semester course earns one credit. There are some credit exceptions for vocal music courses. Contact your counselor for more information.

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
- Elective sources: 10 credit hours (these courses vary upon interest of the student)
- Students must earn a minimum of 40 credits to graduate.
- Students are strongly encouraged to enroll and complete more than the minimum requirements.

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, Freshman Academy, and one semester of Physical Education.

*Students may also be scheduled for one Study Hall or Directed Studies 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 Directed Studies 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.

Grades and GPA

Your Grade Point Average is a numerical representation of the grades you earned while in high school. This score is impacted by ALL of the classes you take. Students should recognize that your GPA is used to determine acceptance into college, eligibility for scholarships, and is often a consideration for jobs. YOU control your future by working hard to keep your GPA high.

In an effort to encourage students to pursue a challenging learning experience, all courses providing students the opportunity to earn college-level credit will be calculated on a 5.0 grading scale. This includes all AP courses, world language courses that do not have an AP option, and all concurrent enrollment courses. These courses are identified in the Cedar Rapids Community School District Program of Studies with a "W" for weighted course.

The scale for these courses is as follows:

Weighted Courses GPA

A	5	B-	3.667	D+	2.333
A-	4.667	C+	3.333	D	2
B+	4.333	C	3	D-	1.667
B	4	C-	2.667	F	0

All other courses will be graded on the following scale:

A+	4.333	B	3	C-	1.667
A	4	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1
B+	3.333	C	2	D-	0.667
				F	0

The Kennedy High School Grading Scale

All Kennedy classes will utilize the following grading scale unless otherwise indicated on a course syllabus that is presented to students on the first day of class.

A+	100 -98	B	86-83	C-	72-70
A	97-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
				F	59-0

For weighted courses, a score of 100-93 will be an A as there is no A+.

Standards Based Learning

Part of our transformation into a system that produces College and Career Ready students involves how we approach learning in the classroom. Students at Kennedy are expected to take ownership of their learning progress by tracking their performance in their classes against curricular standards. Teachers will support this process by providing students tools to evaluate their progress on standards. Students will utilize class time to use artifacts, assessments, and reflection to determine success meeting learning goals. Being able to identify and articulate their learning is a major step forward in helping students prepare for their future.

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

With written parent approval, 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 and receiving 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 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.

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.

Student Honors and Awards

The Cedar Rapids Community School District provides honors/awards in many categories. Some are academic, some require involvement, and some require persistence. Honors and awards will be presented to students every year, culminating with our Senior Recognition Night.

Students transferring into the district are eligible for honors and awards. For further information regarding eligibility for transfer students, contact your counselor.

Here is a list of general awards:

1. **ACADEMIC NUMERAL** -Freshmen who earn a 3.33 or higher GPA both semesters of their ninth grade year can earn chenille numbers of their graduating year. (For example, the Class of 2029 earn a "29" numeral.) Academic numerals are only earned from work in your freshman year.
2. **ACADEMIC LETTER** -Sophomores through seniors can receive a chenille letter "K" with the word "academic" printed down the side by earning a grade point average of 3.33 or higher for two consecutive semesters.
3. **ACADEMIC PIN** -Once a student has earned an Academic Letter they are then eligible for an Academic Pin. To earn the Academic Pin, a student must achieve two additional consecutive semesters with a GPA of 3.33 or higher.
4. **ABOVE AND BEYOND** -The official school citizenship award is presented to students who exceed expectations in school citizenship. Certificates are awarded to students who are selected for the recognition. Once a student has been inducted into the Above and Beyond group, good citizenship and school leadership becomes a continual expectation. Above and Beyond induction is sustained through a student's high school career. Nominations for Above and Beyond are completed twice a year by the faculty.
5. **ACADEMIC HONORS** -Students who have completed the equivalent of 15 yearlong courses in the core areas of mathematics, science, language arts, social studies, and world languages and earn a grade point average of at least 3.0 in these five core areas will receive the Academic Honor medal their senior year.
6. **ACADEMIC HONORS WITH DISTINCTION** -This award honors students who have completed four years each of language arts, mathematics, and science; three years of social studies; two years of a world language; earn total credits equivalent to 24 year long courses (6 courses each term); and maintain a GPA in the five core areas of at least 3.33.
7. **AP SCHOLAR RECOGNITION** -Students meeting criteria for the AP Scholar series receive special recognition once the College Board publishes the official lists. Recognitions include:
 - AP Scholar - three exams with a 3 or better on each.
 - AP Scholar with Honors - an average score of 3.25 on all exams and a score of 3.0 or higher on four or more of these exams.

- AP Scholar with Distinction - an average score of at least 3.5 on all exams taken and scores of 3 or higher on five or more of these exams.
 - AP Capstone Medallion- granted to seniors who take both AP Seminar and AP Research.
 - Four Year AP Exam Medallion -Granted to seniors who take at least one AP exam each year of high school.
8. COUGAR HONOR ROLLS -Students are honored in three categories for their grade points during each semester.
 - The Honor Roll of Excellence - 3.70 or above
 - Green and Gold Honor Roll - 3.40 to 3.69
 - The Cougar Mark of Merit - 3.00 to 3.39
 9. GRADE POINT IMPROVEMENT -We recognize those students whose GPA for a particular term is at least .35 above their average for the previous term. We value high grades, but we also want to reward improvement.
 10. NATIONAL HONOR SOCIETY-Students who have a 3.5 cumulative grade point average and show evidence of leadership, service, and character are invited to apply for membership to the National Honor Society. Students chosen take part in service projects and are bound by the District's Good Conduct Policy.
 11. SCIENCE NATIONAL HONOR SOCIETY -Students are invited to membership after completing the requirements of taking an AP science course, participating in a service project, and completing a learning activity. Students are bound by the District's Good Conduct Policy.
 12. PSI ALPHA PSYCHOLOGY NATIONAL HONOR SOCIETY -Students who have taken at least two semesters of psychology courses and received at least a B (or have received a 3 or higher on the AP Psychology exam) and have a weighted GPA of at least 3.0 may apply for membership in the psychology honor society. Students are bound by the District's Good Conduct Policy.
 13. MU ALPHA THETA MATHEMATICS HONOR SOCIETY -Students who have completed Algebra One, Geometry, are enrolled in Algebra Two, and have at least a 3.0 math GPA are welcome to submit an application to the math honor society. Students will be expected to complete service hours in the math department and participate in a math contest, advanced placement test, or another math-related outreach. Students are bound by the District's Good Conduct Policy.
 14. NATIONAL MERIT SCHOLAR AWARDS -Awarded to juniors through the College Board and based on the PSAT. Awards are National Merit Semi-Finalist, National Merit Commended, and National Merit Achievement Program.
 15. LANGUAGE ARTS SCHOLAR - Students completing five years of study in language arts while in high school, including at least one AP Language Arts course or earning a 3.75 GPA in language arts course work, are awarded Language Arts Scholar honors. Recipients receive a medallion commending the honor of working well beyond the minimum requirements.
 16. MATHEMATICS SCHOLAR -Students can earn the four or five year mathematics scholar honor for high school course work completed. Recipients receive a medallion commending the honor of working well beyond the minimum requirements.
 17. SCIENCE SCHOLAR -Students can earn the four or five year science scholar honor for high school course work completed. Recipients are awarded a medallion commending the honor of working well beyond the minimum requirements.
 18. SOCIAL STUDIES SCHOLAR -Students who complete four or five years of social studies while in high school, including a year of AP study or earning a 3.75 GPA in social studies work, are awarded the social studies scholar honor. Recipients receive the four or five year medallion commending the honor of working well beyond the minimum requirements.
 19. WORLD LANGUAGE SCHOLAR -Students can earn the four or five year world language scholar honor for high school course work completed. Recipients receive a world language medallion commending the honor of working well beyond the minimum requirements.
 20. VISUAL ARTS SCHOLAR -Students can earn a four or five year visual arts scholar honor for high school coursework completed. Recipients receive a medallion commending the honor of completing 8 or 10 semesters of visual art courses.
 21. CTE SCHOLAR -Students can earn the four or five year CTE scholar honor for high school course work completed. Recipients receive a medallion recognizing their achievements.
 22. STUDENT OF THE ARTS -Students who excel in multiple and varied fine arts endeavors in high school while demonstrating exceptional leadership, conduct, and dedication to the arts program are eligible to receive the Student of the Arts honor. Recipients are selected by the fine and performing arts faculty, and receive a medallion signifying the recognition.
 23. TRI-ACTIVITIES (aka NORTH/SOUTH) AWARD -This award is given to seniors who participate in three or more sanctioned activities during their senior year. The activities must include one athletic and one fine arts activity.
 24. SERVICE ABOVE SELF -Students completing at least 50 hours of documented community service annually earn Service Above Self recognition. Recipients receive a blue cord signifying this achievement at Senior Recognition night.
 25. EXCELLENT ATTENDANCE -Students with near perfect attendance will be recognized.
 26. ISASP AWARD -Students will be recognized for earning a proficient score or better on all ISASP exams, for achieving an advanced score on at least one test, for achieving an advanced on all tests, or for achieving measurable growth.
 27. PRESIDENT'S AWARD FOR ACADEMIC EXCELLENCE -Seniors with a cumulative grade point average of at least 3.5 and score in the top 25% of either the ACT or ISASP are awarded this honor. The recognition includes a certificate from the President of the United States.
 28. THE COUGAR CREDIT CLUB -Students must earn 40 credits to graduate. This award recognizes students who earn 54 or more credits during their four years of high school. Recipients receive a medallion.

29. KIRKWOOD ACADEMY COMPLETION MEDAL -Students who complete a yearlong Kirkwood Academy program during their junior or senior year will earn a medal recognizing this achievement.
30. AFRICAN AMERICAN STUDIES RECOGNITION -Students who take African American Humanities and an additional semester of an African American History elective or the AP African American Studies course receive a cord to wear at graduation.
31. FUTURE READY RECOGNITION -Students who complete two or more Job Shadows with Workplace Learning Connection or a Job Shadow and a Job Internship will receive recognition for working to prepare themselves for their future.
32. COLLEGE BOARD NATIONAL SCHOOL RECOGNITION AWARD (introduced in 2025)- Students who score among the top 10% of their high school's test takers on the PSAT and/or earn a 3+ on 2 or more distinct AP exams by 10th grade qualify for this national award.
33. COLLEGE BOARD FIRST GENERATION AWARD- Students who receive PSAT scores within the top 10% of test takers in each state or a score of 3 or higher on two or more AP Exams by the end of 10th grade and whose parents do not have a bachelor's degree can qualify for this national award .
34. VALEDICTORIANS -Students graduating with a cumulative grade point average of 4.165 or higher earn the distinction of class valedictorian. Valedictorians are presented a medallion signifying the honor. The student with the highest cumulative grade point average in the class and who meets all standards and conditions of the Good Conduct Policy delivers the valedictory address at commencement.
35. SALUTATORIANS -Graduating seniors earning a 4.00 to 4.164 cumulative grade point are designated as salutatorians. All salutatorians receive a medallion signifying the accomplishment.
36. GRADUATES WITH DISTINCTION -Students who graduate with a cumulative grade point average of 3.835 to 3.999 are awarded the Graduate with Distinction honor. Medallions signifying the accomplishment are presented to recipients meeting the criteria.

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.

Students and parents should be aware of these opportunities and may contact the school counselor for more information, application forms, and other enrollment procedures.

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	Registration must be completed through a school counselor. 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	Students are responsible for transportation to and from class, field trips, and other out-of-class activities.

Kirkwood Academies

Here are some Kirkwood College courses available:
(Source: <http://www.kirkwood.edu/linnacademies>)

- Advanced Manufacturing and Welding
- Application & Software Development
- Architecture, Construction and Engineering (Pre-Apprenticeship)
- Automotive Technology
- Business
- Criminal Justice and Human Services
- Dental Assisting
- Digital Arts, Social Media and Visual Design
- Education
- Emergency Medical Technician (EMT)
- Patient Care Exploration
- Pre-Med, Nursing and Professional Health Careers
- Pre-Nursing with Nurse Aide Certification
- Liberal Arts

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.

Early Graduation

Students who meet the graduation requirements prior to their senior year may apply for early graduation. Interested students should contact their school counselor.

A student who graduates early is considered an alumnus of the school and no longer a student. This means early graduation students will not be allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Graduation

Students who are in good standing and who meet the graduation requirements set forth by the board and enumerated by the [District 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 the 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. Credit and course load requirements are listed on page 32 of this handbook.

College Preparation

Students who want to be well positioned to enter most public and private colleges and universities, including the Iowa Regents institutions (U of I, ISU and UNI) will want to follow the following course guidelines. In addition, 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 these standards.

- 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 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

Regents Admission Index score

This score is calculated as follows:

$(3 \times \text{ACT Composite score}) + (30 \times \text{high school cumulative GPA}) + (5 \times \text{number years of high school core courses}) = \text{Regent Admission Index Score}$

The following link will give you access to the Regents Admission Index Calculator.

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

PSAT/National Merit Scholarship Qualifying Test

For juniors, the PSAT is the qualifying tool for National Merit Scholar consideration. Being selected as a National Merit Scholar can provide the top academically talented students with a scholarship or even full tuition at designated colleges and universities. The PSAT, like the SAT, assesses critical reading, mathematics, and writing skills. This test predicts a score range for how the student might score on the SAT, a test used for college admission at some colleges and universities. The PSAT demonstrates how the student compares to other students across the country on this specific test.

For sophomores, the PSAT is taken to practice test-taking skills only. It cannot be used to qualify for scholarships as it can when taken as a junior.

The PSAT is offered yearly in October. The cost of the PSAT is \$20. Junior students who are experiencing financial hardship can call our school's bookkeeper to have the fee waived.

ACT and SAT Test

Many colleges and universities are reinstating the requirement of an ACT/SAT score for college admissions and scholarships.

The Cedar Rapids Community School District offers the ACT to all junior students and the PreACT to sophomores in the spring at no cost. This test is scheduled on a weekday during school so all students have access to this important test. The ACT and SAT testing is also available at other locations and dates. For more information on the ACT and online registration, go to www.act.org. For SAT information and registration go to <https://collegereadiness.collegeboard.org/sat>.

AP Courses and Exams

Students at Kennedy have the opportunity to take college level courses and potentially receive college credit by taking AP Courses/Exams. According to the College Board, taking AP courses increases a student's eligibility for scholarships and makes candidates more attractive to colleges. Just taking an AP exam is correlated to being more prepared for college, regardless of how you perform on it. Students interested in learning more about participating colleges and universities should discuss their options with our guidance staff. The benefits of completing an AP course are extensive. Students learn the subject in greater depth; form disciplined study habits that can contribute to continued success at the college level; gain confidence by meeting the challenge of college-level academics; and gain experience in college-level work while maintaining the intense support of the high school structure.

Exams: Every student enrolled in an AP course is highly encouraged to take the AP Exam for that course. Scores of 3 (out of 5) or higher are accepted by most colleges and universities for college credit. Research shows that even when students do not get a 3 or higher on the exams, they are still more likely to be successful in college than students who do not take the exam at all. Exam registration occurs in October each fall. AP Exams are free for students who are on Free/Reduced Lunch. There are funds available for students who are not FRL recipients but for whom money might be a barrier to taking an AP Exam. See your counselor if you need any kind of financial assistance.

AP Course Options

Social Studies and History

- AP Human Geography
- AP World History: Modern *
- AP European History *
- AP African American Studies *
- AP United States History *
- AP Macroeconomics *
- AP Microeconomics *
- AP Comparative Governments and Politics *
- AP United States Government *
- AP Psychology

Science

- AP Biology
- AP Chemistry
- AP Physics 1 *
- AP Environmental Science

Language Arts

- AP English Language and Composition *
- AP English Literature and Composition *

Math

- AP Calculus AB *
- AP Calculus BC *
- AP Pre-Calculus *
- AP Statistics *

World Language

- AP German
- AP Japanese

Electives

- AP Computer Science Principles
- AP Computer Science A
- AP Music Theory
- AP Studio Art: 2-D Art and Design
- AP Studio Art: 3-D Art and Design
- AP Studio Art: Drawing
- AP Art History
- AP Seminar
- AP Research

* courses that meet a Core Course requirement

Project Lead the Way

Kennedy participates in the Project Lead the Way program, offering three courses on site in this rigorous program. Students can explore Intro to Engineering Design, Principles of Engineering, and Civil Engineering and Architecture while attending Kennedy. These courses are supportive of students who wish to pursue an engineering program in college. Students may begin taking these courses their freshman year.

Iowa BIG

BIG is a nationally-recognized program offering students the opportunity to take traditional classes in a non-traditional, hands-on, project-based setting. Students learn by engaging in real projects from business, government and non-profit organizations where they identify problems, create new approaches and solutions, and learn how the standards they are learning for their classes live in real world projects.

Iowa BIG can be an effective addition to a student's high school experience. For students with strong academics, it creates a powerful personal story that enhances your college and scholarship applications and helps round out the strong academic foundation you are receiving at your high school. For students who've lost interest in school or are struggling to find what it is they want to do, BIG provides a different learning environment that can often reignite interest in learning and help you figure out what to do next. Finally, if you're a student for whom the high school just isn't quite the right fit, BIG might be the environment you're looking for. To learn more, visit with your counselor and check out

www.iowabig.org.

Job Shadows and Internships

Not sure what field you want to go into? Kennedy partners with Workplace Learning Connection to provide students with access to job shadowing and internship opportunities. Job shadows last between a half and a full day and are usually during the school day. Students are excused from school to participate. Students in grades 10-12 can participate in multiple job shadows every year. It is expected that every student completes at least one job shadow while in high school, and students are encouraged to engage in a job shadow every year if they can! The whole point of a job shadow is to explore various careers to see if/how you'd fit!

Internships are opportunities for students to work in their field of interest. Open to 11th and 12th graders, internships take place during the school day or during the summer. Lasting either 60 or 90 days, students are able to more fully engage in the career field to learn more about it. Some internships even pay students to learn. These programs are highly competitive and students wishing to participate are encouraged to apply early.

Go to www.workplace-learning.org or see Mrs. LeClere for more information on job shadowing or internships.

Transcripts

- Current students should log into Xello and follow the steps to request a transcript.
- If your transcript needs to be sent to the NCAA or NAIA for athletic eligibility purposes, please email Mrs. Roehlke in the Counseling Office.
- If prospective colleges/universities notify you of additional forms to be completed by your counselor, please drop them off or email them directly to your counselor. If you need a letter of recommendation, please submit a resume or list of activities to your counselor.
- Final SENIOR transcripts will be mailed out mid-June to colleges/universities. There is no charge for this. Remember, colleges/universities require official transcripts.
- Unofficial transcripts are free and can be printed by the counseling or main office secretaries.
- More information can be found on our website at <https://kenedy.crschools.us/our-school-k/request-transcriptsdiplomas>

STUDENT ACTIVITIES

Assemblies

Throughout the year Kennedy sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons. Students who are not participating in assemblies must leave campus.

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. Prior to attending a field trip, parents must have completed the Field Trip permission section of the Infinite Campus Annual Verification.

Student Leadership

There are many opportunities for student leadership at Kennedy.

Service Learning and Leadership, also known as Student Government, is a class that is open to all students who are interested in service to the community and our school. Elected leaders work with the group to select projects to serve Kennedy and the Community. They decide what steps need to be taken to complete the project, including raising funds needed, and volunteer their time to complete the project. Projects include Homeless Night to benefit local shelters, adopting veterans families for Christmas, working with Gems of Hope and Best Buddies, getting involved in the Eastern Iowa Honor Flight and Hiawatha Care Center. Within Kennedy, the Student Government sponsors Homecoming and the Spring Fling Dance as well as holiday projects. See Mr. Hollander for more information.

Class Council-Every grade has a council of officers who help lead efforts for their class. Tasks include raising funds for prom, organizing community service events, leading pep assembly activities, and organizing homecoming for their class. Student council provides a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in Cedar Rapids Community School District affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Elections for Student Government and Class Council leaders are held each spring. An informational meeting regarding qualification, expectations, roles of an elected official, the election process and other relevant information and sign up is available for students who decide they would like to run for a student council or other officer position.

Qualifications for Elected Officers:

- A candidate's cumulative GPA must be at least 2.5.
- Candidates must have good school attendance. Administrators will ensure all candidates are meeting this standard. Each case will be looked at individually to determine the amount of absences and the reason(s) for those absences (In short, reasons matter). Violation of this policy will result in removal from the elected position.

- Kennedy's Good Conduct Policy applies. The penalty for officer/leadership council members may result in suspension from leadership duties or removal from office. Students with previous good conduct violations may be barred from running for office.
- Officers must regularly attend meetings and meet deadlines set by their advisor(s). First offense will be a meeting with their advisor and a documented warning. The second offense will involve a conference with the advisor, the student and an administrator. A written agreement will be established listing what must change if the student wishes to remain as a class officer/council member. The third offense will result in removal from the leadership position.
- In addition, students running for Student Government leadership positions must be enrolled in the yearlong Service Learning course and have taken the class at least one semester prior to their senior year.

Club and Team Leadership -Many clubs and teams (academic, artistic, or athletic) have appointed leaders. Strive to become a leader for your team or club. You will find that being a leader for a group you have vested interest in is often the best way to learn leadership skills.

Student Organizations

There are many ways to get involved at Kennedy, formally or informally. Some are competition activities like Academic Decathlon, Debate, and E Sports. Other clubs are there to support each other like Gay Straight Alliance and Best Buddies. Some work to help our Kennedy community like the Mentors in Violence Program and Cougar Bandana, some work to support others like Key Club. Some look to the future like Future Business Leaders of America, and some revolve around a shared interest like Dungeons & Dragons Club. Learn something new, enjoy something you like, or just find people you want to hang out with. Clubs and organizations are listed on our [Kennedy Webpage](#) and advertised in our daily announcements.

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 will ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the activity sponsor and parent, or the student's parents personally appear and request 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 building principal and in accordance with District accounting practices. 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 building principal prior to spending the money

raised. Classes that wish to donate a gift to Kennedy High School 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

Kennedy holds three school-sponsored dances each year. If a club or organization wants to host a dance, they must get approval from the building principal prior to the dance date. Attendance at any school-sponsored activity is a privilege, not a right. Cedar Rapids Community School District policies, rules, and regulations apply to students as well as nonstudents during school dances. Students and nonstudents violating any of the above will be immediately removed from the dance and school grounds.

Kennedy School Dance Rules

1. In order to attend a Kennedy sponsored Dance, a student must be in Good Standing at the time of the event. This standard applies to dances or other big events hosted by other schools for which the Kennedy Administration is asked to sign a permission slip stating the student is in good standing at Kennedy. Kennedy Administration defines Good Standing as the following:
 - The student is passing all classes at least one week prior to the event.
 - The student has not been suspended during the current school year.
 - The student has served all minor consequences (detentions, Saturday schools, etc.) at least one week prior to the event.
 - The student has fewer than 3 personal electronic device policy violations.
2. Non-Kennedy Guests: Each Kennedy student may only bring one non-Kennedy student guest per dance. These guests must be at least currently in high school (grade 9) and may not be any older than twenty on the date of the dance. All guests must be registered by the deadline set forth for each dance. No exceptions will be made. It is the Kennedy student's responsibility to know the deadline. Guests who are not in good standing with their school will not be allowed to attend the Kennedy dance. Guest's behavior is the responsibility of the Kennedy student who brought them to the dance.
3. IDs: All attendees (Kennedy students and guests) must present IDs to enter a school-sponsored dance. Current school IDs or driver's licenses can be used.
4. Search: All students and guests attending any school-sponsored dances are subject to search prior to entering. No bags other than small purses will be allowed inside a Kennedy dance.
5. Drugs, Alcohol, Tobacco: Any student found to be in possession of or under the influence of any drugs, alcohol, or tobacco, including vape pens, will be immediately removed from a school-sponsored dance and disciplined accordingly. Students violating this rule may also be

- banned from future school-sponsored dances/activities.
6. **Appropriate Dancing:** Students must dance appropriately at all times. "Appropriate" dance precludes dancing that is sexually suggestive and/or simulates sexual activity. School dance administrators will determine whether dancing is appropriate and will address it. Non-compliance with directives of school dance chaperones or administrators will result in immediate removal from the school sponsored dance and potential consequences for insubordination.
 7. **Refunds:** No refunds will be issued to any student or guest attending a school-sponsored dance for any reason.
 8. **Capacity:** Entry to school-sponsored dances may be denied if capacity is reached in the venue.
 9. School administration reserves the right to remove students from a school-sponsored dance or activity.

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.

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.
3. 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.
4. 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 \(ed.gov\)](#)

Information may be shared:

1. With officials of the juvenile justice system if such information will assist in their ability to serve the student.
2. With driver education companies regarding eligibility for full or partial waivers of school fees.
3. With selected online platforms depending on your student's school and grade.

For more information on the **Cedar Rapids Community School District's** policy on education records and other related information and procedures please go to the Parent Notification page of the District Website: <https://www.crschools.us/families-resources/handbooks/parent-notifications>

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 may include the student's name, e-mail address, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational agency or institution attended by the student, photograph or other likeness.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the building principal for each school year.

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 and provided an opportunity to purchase the school photo.

Photos taken will be used for student ID’s, included in the yearbook and may be shared on the Kennedy website and social media, unless parents request in writing otherwise. The student ID can be used for checking out materials from the IMC, purchasing lunch, and proof of enrollment to enter games, activities, and dances. In addition, Cedar Rapids students can use their student ID to ride the city bus for free.

Replacement IDs can be made by the media secretary for a fee.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from 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-IMC

Kennedy 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.

The library is open during the school day from 7 am to 3:15 pm Monday through Friday. 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 two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must stop at the check out station to scan the materials. Students are allowed to check out 5 library materials at a time unless given explicit written permission from the librarian to check out more. Overdue library materials must be brought to the library to be renewed or dropped off in the return box. Lost or stolen

library materials will be billed on the student’s Infinite Campus account for the replacement cost.

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 Regulation 402.05 R(1). 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.

MISCELLANEOUS

Student Guidance and Counseling Program

Cedar Rapids Community School District maintains a guidance program that provides certain services that 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.

To see a counselor, stop by the Counseling Office or set up an appointment. If it is an emergency, please inform the counseling secretary. Your counselor will send a pass to see you as soon as they can (typically within 24-48 hours).

Counseling Office.....	558-2251 x72136
Rachel Collins (A-Dr)	rcollins@crschools.us
Elizabeth Wessels (Ds-Ja).....	ewessels@crschools.us
Tracie Guenther-Yoke (Jb-Mo)	tguenther-y@crschools.us
Lori Clore (Mp-Sh).....	lclore@crschools.us
Kim Pladna (Si-Z)	kpladna@crschools.us
Dana Roehlk, counseling secretary	droehlk@crschools.us

Visitors/Guests

Visitors are welcome under certain circumstances. Visitor parking is located at the main entrance (aka Horseshoe). All visitors must check in at the Attendance Office. The check-in process includes providing a Driver’s License/ ID for registration in the Raptor visitor system. If a student wishes to bring a guest to school, the student must receive prior permission from the building principal prior to the visit. Students may not bring a guest to shadow their classes.

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.

Breakfast and lunch options are available in all of our schools. Menus are posted on the District website and available on the Nutrislice App. <https://cr.nutrislice.com/menu>.

For the 26-27 school year the high school meal prices will be as follows:

Breakfast \$2.55/ \$.30 (reduced price)

Lunch \$3.60/ \$.40 (reduced price)

Extra milk \$.60

Adult lunch \$2.85 (breakfast)/ \$5.15 (lunch)

All high schools offer a la carte options. To purchase ala carte the student is required to have money in their lunch account. If you believe your student(s) will qualify for a free/reduced meal benefit please fill out an application at <https://cedarrapids.familyportal.cloud/>. 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.

School meals include the following components; milk and/or water, fruit, vegetable, grain, and protein. If students choose to bring a meal from home, families are asked to send nutritious food items. Milk is available for purchase. Bringing food from outside restaurants to the school cafeteria is discouraged.

Students may NOT arrange for food deliveries from outside vendors. Students are not allowed to have soda with any lunch eaten at school. Students are discouraged from sharing their foods or beverages with one another, given concerns about sanitation, allergies and health related issues. We view the cafeteria as an extension of the classroom, and expect students to follow common courtesies in the lunchroom. 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:

- **Be Safe:** Stay seated and buckle your seatbelt. Keep your hands, feet, and objects to yourself. Keep the aisle clear and stay out of the Danger Zones.
- **Be Respectful:** Follow driver/attendant directions. Use classroom voices and kind language. No swearing. Do not take pictures or videos.
- **Be Responsible:** Be on time for your bus. Dispose of trash. Do not eat and drink on the bus.

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. Administration will consider those requests and respond in accordance with applicable laws and other controlling authority, which includes the Board of Directors' Manual of Policies, Regulations, and Procedures, the Family Educational Rights and Privacy Act ("FERPA"), and court decisions.

Drivers Education

Kennedy does not offer Drivers Education. We list various providers on the Drivers Education page of our website: <https://kennedy.crschools.us/academics-programs/curriculum/drivers-education>

Parent-Teacher Association/Organization and Booster Clubs

A variety of groups are available at Kennedy for parents who want to get involved in organized support of students and their activities. We encourage parents to be active participants in their students' education. Parent participation provides insight into the workings of the school and the activities, demonstrates a positive commitment to your student and the school, and enhances our school community by adding even more caring adults to our facility. Contact your coach or director to find out how you can be involved. Some of our support groups include:

Athletic Booster Club - Contact Sarah Holstrom at

sarahholstrom@yahoo.com

Band - Email Kennedybandparents@gmail.com for more information.

Orchestra - Nicole Keating at Nikrn7@hotmail.com

Choral League - Mr. Enriquez at lenriquez@crschools.us

PTO- Email johnfkennedycr@gmail.com

School Announcements

Announcements are made daily and sent out by email to all families, students, and staff. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements should contact Mrs. Neff.

Lost and Found

Kennedy maintains a lost and found located in the Main Office. Items placed in lost and found will be kept for a semester. At each semester end, these items will be placed on a table in the foyer for students to retrieve. Items of value will be kept in the Attendance Office.

Kennedy is not responsible for lost or stolen items.

Messages to Students

With the new policies surrounding personal electronic devices, it is imperative that parents utilize methods other than texting to contact their student. If you need to get a message to your child, students will have access to their Chromebooks throughout the day and can receive email. We would suggest considering that first. You can also email our Attendance Office at kennatt@crschools.us. They will print any message you send and have it delivered to your child as soon as possible. Please be sure to include your child's name and grade in the email.

If you have an emergency need, please call 319-558-2251 and press 3 for the Main Office. We ask that you refrain from calling to leave non-emergency messages.

Parent & Student School Tours

We welcome prospective families to come and tour our building. We do ask that you make an appointment as far in advance as possible by contacting the Main Office at 319-558-2251 or filling out the Google Form on our Kennedy website. Tours are held during school hours when school is in session. Please allow 45-60 minutes for your visit. A Student Ambassador will guide you through the building and answer questions about our program. Please note that times may be limited as to when a tour can be scheduled.

Citizenship

Being a citizen of the United States, of Iowa, and of the Cedar Rapids Community School District 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.