

Updated: 6/23/2026

HARDING MIDDLE SCHOOL STUDENT HANDBOOK 2026-2027



WELCOME TO HARDING MIDDLE SCHOOL

4801 Golf Street NE
Cedar Rapids, IA 52402
(319) 558-2254

Harding Middle School has a tradition of excellence in academics and extracurricular activities. We are pleased to have you as a part of that tradition. We especially welcome those of you who are new to Harding. Your parents are encouraged to take an active part in your education. This document is designed to answer questions about Harding and CRCSD and to provide information regarding your role as a student at Harding. Parents are

encouraged to call the school to express concerns or ask questions. We look forward to working with you and your parents during your educational journey at Harding.

The mission at Harding is to “empower students to be **Hardworking, Mindful and Safe** in inclusive classrooms that value their unique strengths and promote engaging, high-level learning every day. Achieving this goal requires the cooperation of everyone in the building. Every effort will be made to provide a favorable climate for learning in the building and to help students become successful, responsible adults.

WHO TO CONTACT REGARDING

Absences: Attendance Office **Infinite Campus:** Main/Counselors **Appointments:**

Attendance Office **Immunizations:** Health Office **Athletics:** Activities Coordinator **Lost**

& Found: Counseling Office **Athletic Physicals:** Health Office **Lunch Account:** Cafeteria

Athletic Schedules: Activities Coordinator **Message to Students:** Attendance **Bus Rte**

Change: Main Office **Parent Conferences:** Main/Counseling **Bus Rte Discipline:**

Transportation **Personal Concerns:** Counseling Office **Change of Address:** Counselors

Office **PE Excuse:** PE Teacher, Health Clinic **Discipline:** Main Office **Schedule Changes:**

Counseling Office **Facility Rental and Usage:** Act. Coord. **Withdrawals/Transfers:**

Counseling

Fees/Fines: Main Office

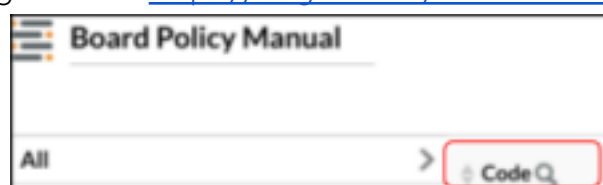
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For the 2025-2026 school year the Student Handbook will be found online through the CRCSD school websites. Students and parents are encouraged to collectively cover the handbook and its contents.

NOTE: All references to Board Policies, Regulations, and Procedures can be found on the following website: <https://tinyurl.com/CRCSD-BoardPolicyManual>



You can search for a specific policy number by clicking the magnifying glass on the Board Policy Manual home page and typing in the policy number.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. More detailed regulations can be found in the School Board Policy manuals located online through the CRCSD website.

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The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age & maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the District.

Students who fail to abide by the District's policies, regulations, and procedures and the applicable student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the District or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension from school, suspension from participation in extracurricular activities, and expulsion. The discipline imposed will be based upon the facts and circumstances surrounding the incident and the student's record. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The District reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

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Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. As in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Reference: School Board Policy 604

Absence and Attendance

Regular attendance, as well as being on time to school and class, is essential for students to obtain the maximum benefit from school and take full advantage of educational opportunities provided by the district. Students and guardians are required to follow District and school rules and procedures regarding attendance as outlined in Board policy 602 and to align with the State of Iowa's Compulsory Education Law Chapter 299.

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.

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 listed above 24 hours a day. **Have your parent or guardian call the attendance office, 319-558-2254 and select 1, as soon as possible before 8:00 am.** If the school is not notified of the absence, it will be counted as unexcused. The guardian may rectify this by giving verbal or email notice within two 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. Note: All references to Board Policies, Regulations, and Procedures and updates to board policy can be found on the following website <https://tinyurl.com/CRCSD-BoardPolicyManual>

- Illness - as long as an attendance contract is not in place Medically documented chronic or extended illness, hospitalization, or doctor's care, or school nurse's approval
- Medical or dental care
- 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

Students who are absent from school for any reason 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.

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.

Responding to Excessive Absenteeism: School staff will follow District procedures to address attendance concerns. Guardians and students are expected to ensure an absence from school is a necessary absence. Truancy is the act of being absent without an excuse as defined by Board policy 602 which occurs through the failure to regularly attend school hours as established by the Board in the school calendar.

Reference: School Board Policy 602

● **Truancy**

- Truancy is defined as being absent from school or class without an approved excuse. Truancy may lead to detention, possible suspension or consequences deemed appropriate by administration depending on the circumstances.
- Truancy may also be an absence which the parents excuse but the school deems unacceptable. This situation might occur if it is felt that student absenteeism has been excessive. As per Iowa code 299.1 cases of chronic absenteeism may be referred to the director of student services for further action. (We would prefer to work through any issues at the school level.)

Building Tardy Policy:

1st Tardy = Warning

2nd Tardy = Lunch detention with teacher

3rd Tardy = Minor Office referral (Infinite Campus) and a lunch detention assigned by office

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4th + Tardy = Minor Office referral, lunch detention assigned by office or additional consequences assigned

Chronic tardiness may result with home communication and additional consequences.

- **Permission to leave early:**

Permission to leave school before 2:50 pm may be obtained by calling the Attendance Secretary and she will find your student for you. The parent/guardian would be contacted ASAP. Students who leave classes or school for any reason without permission are considered truant. Students must check with their teacher before leaving and sign out at the attendance office before leaving the building.

Academic Integrity

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.
- **Consequences** Violating this policy may result in:
 - A warning and reteaching of proper AI use
 - Loss of technology privileges
 - A failing grade for the assignment or task
 - Retaking or redoing an assignment or assessment

Activities

We recognize the extra-curricular program as an integral part of the curriculum. We believe that well-organized, purposeful activities reinforce and enrich the classroom experience; that valuable opportunities for the exercising of democratic principles and for the development of initiative and leadership; and that the development of the whole personality is a result of such participation. Students are encouraged to participate in extracurricular programs, including athletics, music, and drama. An online calendar of school activities can be found on our Harding web page through the [Bound website](#).

Special Activities that meet administrative approval are planned at the school and add enrichment to each student's school life. These are organized by students with staff help.

Athletics

Each school will share their expectations for attendance at athletic events. Sports are available to students in grades 7 and 8. All students must be registered in BOUND and have a CRCSD Medical Eligibility Form and Concussion Form uploaded before they can participate

- We encourage student support at our athletic events. Guidelines for spectator behavior are necessary so that everyone can enjoy the activity. Students are not allowed to be a spectator if:
 - They have a non-excused absence/tardy or major office referral, or in/out of school suspension the day of the event.
- Students will sit in the bleachers unless purchasing concessions or using the restroom. Visiting students must be accompanied by their parent or guardian listed in Infinite Campus to attend.
- Students will put trash in appropriate containers.
- Students should arrange for transportation home before the games begin. Events are usually completed by 5:15 pm.
- Students who leave the contest area will not be allowed to return.

- Good sportsmanship towards all participants is expected.
- Students violating these guidelines may not attend future events.

Fall Sports	Winter Sports	Spring Sports
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Tennis (Boys)	Basketball (Boys & Girls)	Tennis (Girls)
Football (Boys)	Wrestling (Boys & Girls)	Track/Field (Boys & Girls)
Soccer (Girls)	Swimming (Boys & Girls) Practice @ Kennedy pool	Soccer (Boys)
Volleyball (Girls)		
Cross Country (Boys & Girls)		

Sixth grade students have opportunities to participate in intramural sports with other Harding sixth graders. Intramurals are played after school from 3:00 - 4:00 pm. Students must exit the building as soon as possible after the activity.

Extracurricular Eligibility Policy

We want to encourage all students to be as involved as possible, and at the same time we want students who represent CRCSD on the field, in the theater or wherever they may be competing to be examples both in and outside of the classroom. Due to these beliefs, students who are involved in extracurricular activities such as sports, music and other competition teams must meet minimum behavioral and academic expectations to maintain their eligibility in these activities.

- **Athletic Behavioral Expectations** - Students who are not in good behavioral standing will be subject to loss of eligibility based on the following guidelines.
 - Office Referrals - Students who receive office referrals during the competition season may face team or group consequences as determined by the coach or director. Examples include but are not limited to: loss of starting positions, shortened playing time, extra conditioning, etc.
 - 1st In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the next scheduled competition or performance.

- 2nd In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the next two scheduled competitions or performances.

- 3rd In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the remaining scheduled competitions or performances. The student may also be dismissed from the current extracurricular activity.

- **Fine Arts Behavioral Expectations:**

- Eligibility will be determined by the sponsor and administration based on the sponsor's communicated expectations.

- **Academic Expectations** - Students who are not in good standing in all their classes are considered ineligible for competitions or performances on a week to week basis. Students are encouraged to seek out their teachers to complete work and receive extra instruction in order to regain their eligibility.

- **Attendance Expectations** -

- Students 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.
- Students will not be able to participate if they have a non-excused absence on the day of the event.

COACHING ASSIGNMENTS/SEASON DATES (subject to change)

Activity	Dates	Coach(es)
7/8 Boys/Girls Cross Country	Aug 26 - Oct 14	Chad Bakkum
7/8 Boys Tennis	Aug 26 - Oct 7	Ashley Vis
7th Football	Aug 26 - Oct 9	Kris Fry, Ken Charipar, Kyle Rodenkirk
8th Football	Aug 26 - Oct 9	Rodger Gruwell, Austin Christensen, Mike Boddicker
7/8 Girls Soccer	Aug 26 - Oct 9	Ryan Chabal
7th Girls Volleyball	Aug 26 - Oct 13	
8th Girls Volleyball	Aug 26 - Oct 13	Becky Rouw
7th Boys Basketball	Oct 13 - Nov 24	Chad Bakkum
8th Boys Basketball	Oct 13 - Nov 24	Ashley Vis

7/8 Girls Swimming	Oct 13 - Nov 25	Chad Derlein
7/8 Boys Swimming	Dec 1 - Jan 22	Chad Derlein
7th Girls Basketball	Dec 1 - Jan 26	Ashley Vis
8th Girls Basketball	Dec 1 - Jan 26	TBD

7/8 Boys Wrestling	Jan 13 - Mar 12	Chad Bakkum, Kyle Clark
7/8 Girls Wrestling	Jan 20 - Mar 12	Craig Mallicoat
7/8 Boys Soccer	Mar 23 - May 13	Ryan Chabal
7th Boys Track	Mar 23 - May 19	Scott Brune
8th Boys Track	Mar 23 - May 19	Jeremiah Herman
7th Girls Track	Mar 23 - May 19	Chad Bakkum
8th Girls Track	Mar 23 - May 19	Becky Rouw
7/8 Girls Tennis	Mar 23 - May 14	Dave Stolley

After School Supervision

Middle school students are dismissed at 2:50. By 3:00 pm all students are expected to be out of the building and off school grounds unless under the direct supervision of a staff member. Students will be allowed to stay inside during inclement weather if waiting for a ride. Parental responsibility begins at 2:50 pm when students are dismissed from school. Please make arrangements for your child after school. After school time is used by our staff to work with students one on one, prepare lessons, coach sports, direct fine arts events and attend committee, building, and district meetings.

Arrival and Departure

Staff supervision is provided from 7:25-7:50 am so parents are encouraged not to drop off students prior to 7:25 am. Breakfast is served in the cafeteria starting at 7:25 am. Students are not to enter the front foyer before 7:42 am unless they are going to breakfast or in the case of inclement weather.

Behavioral Expectations

Safe and Secure Learning - In order for students to learn at high levels, and for teachers to teach at high levels we have set the standard high for how we expect our students to conduct themselves. We desire for all students and staff to enter our buildings without concern for their safety each day.

We are committed to being aligned and consistent as a school district on how we handle vaping, drugs, weapons, fighting and threats to our school campuses. If your student is involved in any of those specific infractions, we want you to be aware that it may escalate to a District Review where a determination will be made regarding consequences.

We believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. It is important to clearly communicate and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs. Positive behavior is taught, acknowledged, and modeled by school staff. This promotes a safe and predictable learning environment and fosters healthy relationships in the school community.

The Board believes that each student deserves the right to a fair and appropriate education. District students are expected to respect the rights of others, to contribute to a positive learning environment, and to comply with school and District rules and policies.

To the maximum extent appropriate, staff will use proactive and restorative practices to keep students in class, while addressing misconduct that is detrimental to the learning environment and the rights of others. Practices that are restorative in nature, repairing harm to the victim and/or school community caused by misconduct, will be given first consideration over exclusionary discipline such as removal from class, suspension, or expulsion. School administration and staff will work to identify and correct practices that result in inequities in student achievement, discipline, and access to education.

Students are subject to this regulation while on school premises; while using school-provided transportation; while attending or engaging in school-sponsored activities; and while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Consistent with this Regulation, the school's principal/designee may impose disciplinary consequences based on reasonable professional judgment and the facts and circumstances of each situation. Consideration will be given to the age and maturity of the student(s) involved, the impact of the conduct on other students and staff, the severity of the misconduct, and whether the student has engaged in similar or related conduct in the past.

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.

Progressive discipline should be used to the extent appropriate to ensure severe consequences, such as exclusion from the learning environment, are reserved for serious behaviors disrupting the learning environment or violating the rights of others.

Prior to issuing disciplinary consequences, the building administrator or designee shall conduct an informal investigation of the charges, which shall provide the student with:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

Reference: School Board Policy 604

Building HMS Expectations

Here at Harding, we use the acronym HMS to communicate our student expectations. **H - Hardworking** - Doing your personal best

M - Mindful - Mindful of your words, actions and time and show respect towards others

S - Safe - Actions and words have a positive impact on school culture

The following matrix is shared with students and staff to communicate our expectations in common areas.

	Classroom	Hallway	Bathroom	Cafeteria
H (Hardworking) <i>Doing your personal best</i>	- Be prepared for class and on time - Complete tasks - Follow directions	- Follow building rules - Arrive to assigned area on time	- Return to class promptly - Flush toilet and wash hands	- Follow directions - All food stays in cafeteria
M (Mindful) <i>Mindful of your words, actions and time and showing respect towards others</i>	- Voice Level 0-2 - Respectful language and actions towards adults and peers - Raise hand to ask questions	- Voice Level 0-2 - Respectful language and actions towards adults and peers - Acknowledge adult interactions	- Voice Level 0-2 - Respect privacy and property - Use during passing time	- Voice Level 0-2 - Respectful language and actions towards adults and peers - Acknowledge adult interactions
S (Safe) <i>Actions and words have a positive impact on school culture</i>	- Hands and feet to self - Be in assigned area - Leave no trace	- Walk on right side - Hands and feet to self - Leave no trace	- Hands and feet to self - Leave no trace	- Hands and feet to self - Be in assigned area - Leave no trace

Bus Transportation

Some students are transported by school bus. You will receive information about routes, pick up, drop off times and student conduct. It is the responsibility of the family to provide supervision at bus stops before and after school.

Middle School students who live two miles or more from their school are eligible to ride the school bus. Students are expected to behave in an orderly and courteous manner. Violations will be referred to the Department of Transportation and to the Associate Principal, and the student's bus pass may be revoked. Any questions concerning routes and schedules should be directed to the Department of Transportation for the school district. To achieve the maximum safety on the school buses a device will be installed to aid in the safety of every child on the buses. This device will be an onboard video camera which will be used to monitor student behavior, thereby improving safety for all passengers. The safety of every child on our school buses is a great concern for all of us.

Reference: School Board Policy 901, 901A

Cedar Rapids School Board

Regular meetings of the Board of Education are generally held on the 2nd and 4th Mondays of each month in the BoardRoom at the Educational Leadership and Support Center, 2500 Edgewood Rd. NW. The public is welcome to attend. Meetings are live streamed on YouTube at EngageCR and are also videotaped and uploaded to the district website. More information can be found on the [district website](#).

Reference: School Board Policy 206.2

Change of Address

Please complete the annual verification each year and update your address. If you move during the year, please notify the office of your new address and update it in Infinite Campus. If you move out of your resident school attendance area and wish to remain at your current school, please complete an [In District Permit](#). District permits are only approved once each semester and there are deadlines.

Communication with Families

Communication is important and we will make every effort to contact families in a timely manner. Teachers will contact parents at home or work during the school day if there is an immediate need to discuss a problem involving their child. Teachers may communicate in writing or electronically at other times. Parent calls to teachers should be made from 7:30 - 7:50 AM or after school is dismissed at 2:50.

Remember that teachers are teaching and if it is an emergency or a change in dismissal plans for your child(ren) please contact the main office.

All communication between families and students during the school day should be done through school personnel. Texting or phone calls to student devices cause a disruption to the learning environment.

Conferences

There will be two times a year when you have the opportunity to schedule a time to meet with your child's teachers in person to discuss their progress. On-line conference sign-up will be available before conferences on October 13th and 15th and February 12th and 17th. Conference time slots on those days will be from 3:00 - 8:30 pm. As always, feel free to contact your child's teachers throughout the year if you have any concerns.

Counseling Services

Through leadership, advocacy and collaboration, the counseling department will use the results of data analysis and reflection to meet the academic, social, emotional and basic needs of ALL students in a sensitive, timely and individualized manner. Counselors are available to help with:

- Personal concerns and problems
- Class schedules
- Coordination of community counseling resources and programs
- Ninth grade registration/career pathways and four year plan
- Psychological services: Referrals may be made by any of the educational staff or parent/guardian. Parental consent is necessary for consultation, evaluation, and other

services of the certified psychologist from Grant Wood Area Education Agency.

- Harassment procedures
- New student enrollment and grade level transitions
- Mental health education
- Peer relationship issues
- Coordination of standardized testing
- Career guidance

If a student would like to see a counselor, make an appointment in the counseling office. In the event of an emergency, special arrangements will be made without an appointment.

6th Grade Counselor - Mrs. Fry

7th Grade Counselor - Ms. Rouw

8th Grade Counselor - Mrs. Novotny

Crisis Response

Comprehensive plans have been developed and implemented for emergency situations if and when there is a need to move students from our building or if a crisis occurs while students are away from our building. In the event that the school is declared unsafe to re-enter, we will be busing students to a designated reunification center. Parents will be directed to go to that center's location through local media where staff will assist in reuniting students with their parents. No student(s) will be released to an adult other than their parent(s)/guardian without permission. Bus routes will be used to return students to school or to their home whichever is deemed appropriate.

Reference: School Board Policy 613

Dress Code

Student dress is the responsibility of students and their parents/guardians. In some cases, the standard of dress may also be set by course requirements, activities, or other reasons for health and/or safety. Dressing in any manner that presents a health or safety hazard or is a disruption, or could reasonably be expected to cause disruption, to the educational environment in the school will not be accepted. Administrators will enact the required and optional range of responses in situations where a student is not meeting the expectations of the dress code. The goal is to resolve the situation in the moment and prevent it from occurring again.

The following are Harding expectations:

- Shoes must be worn at all times.
- Clothing must be free of any writing or symbols that promote drugs, alcohol, sex, profanity, gangs, or any message promoting illegal activity or that is disruptive to the educational environment.

Note: All references to Board Policies, Regulations, and Procedures and updates to board policy can be found on the following website <https://tinyurl.com/CRCSD-BoardPolicyManual>

- Clothing garments that are inappropriately revealing, attention seeking or disruptive to the educational environment are prohibited. Clothing needs to cover undergarments fully. Students wearing unsuitable clothing will be referred to an administrator and/or need to call home to obtain appropriate clothing.
- Wearing hats or head coverings, including hoodies, is not permitted unless there are special days assigned by school personnel to do so or there is a religious exemption
- Other items that are deemed inappropriate or disruptive to the educational environment.

Electronic Devices and Cell Phones

1. It is the policy of the Cedar Rapids Community School District that students may not use personal electronic devices during the school day, as provided herein. 2. During the school day, students may not use any personal electronic device for instructional purposes unless the building administrator has granted prior permission to a member of the school's instructional staff to allow students to use their personal electronic devices. Building administrators shall grant such permission only for a specific instructional purpose or activity or when a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

2.. Contact During School Day (parent/guardian with student; school with parent/guardian):

- Contact by parent/guardian with student during the school day: After verification by school officials, the parent(s) or guardian(s), may communicate with a student through the main office (319-558-2254), whether it is for non-emergency purposes or for purposes of contacting a student in an emergency that requires immediate contact with the student.
- Contact by school official with parent/guardian during school day: In the event a school official determines the need to contact an individual student's parent(s)/guardian(s) about an emergency involving that student, then, as soon as it is safe to do so, the school will contact the parent or guardian using the method the parent or guardian most recently listed in the school's student information system. In the event of an emergency involving the broader school community, the school will contact all parents and guardians through the communication system the District has implemented for that purpose.

Consequences for Violations of Policy

In any given semester, the following progression of consequences shall be used for violations of this policy:

For a student's first violation of this policy, the student will surrender the device to school officials until the end of the school day, when the device shall be returned to the student.

For a second violation of this policy in a given semester, the student will surrender the device to school officials for the remainder of the school day. Confiscated devices will be logged and secured, and the parent or guardian will be notified. The device will be returned to the student only after the verified parent or guardian has authorized the return of the device to the student. The return shall not occur any sooner than the end of the school day on which the violation occurred.

For a third violation in a given semester, the student will surrender the device to school officials for the remainder of the school day, to be returned during normal business hours to the student's verified parent, guardian, or other adult identified in the student information system.

For a fourth or subsequent violation in a given semester, the school will apply the consequences aligned with the District's Discipline Matrix.

If the student uses a personal electronic device during the administration of any assessment, the student may face consequences for cheating and/or violations of the code of conduct in addition to the consequences identified above. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

If a student fails or refuses to comply with the procedures set out above as consequences for a policy violation, that conduct will be treated as insubordination which shall be addressed as a separate act of misconduct by the student.

Reference: School Board Policy 611

Fees

Each year there is a Consumable Materials fee for material use. The fee must be paid if your child is to receive the benefits of these programs. Failure to pay fees may result in this being turned in to the Collections Agency.

Students whose families meet the income guidelines for free and reduced price lunch, need to apply each school year by completing the F & R forms in your Infinite Campus Account. The Food and Nutrition department will notify parents of their eligibility. If you qualify, you have the opportunity to waive your student's school fees by completing the release agreements in your Infinite Campus account.

Parent/Guardian will be charged for any damage to school issued devices.

Field Trips

Field trips are arranged to supplement and enhance the learning experiences of children. The online registration system includes permissions for students to attend all field trips. Families must complete this permission online in Infinite Campus before any student can go on a trip away from school premises. Based on school board policy, the school will not seek written parent permission for each field trip. Teachers will still notify parents about details each time a field trip is to occur. Volunteers must complete and be approved through the volunteer process. This may take more than one business day, so this should be completed in advance. Transportation on field trips will be by school bus, private vehicle, or city bus.

Reference: School Board Policy 404

Grading Policy

The current CRCS D grading system K-8 is standards-based grading and 9-12 is traditional grading. Progress on the standards will be marked as follows...

Level	Abbreviation	Description
Exemplary	E	Indicates that a student exceeds a standard by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level
Proficient	P	Indicates that a student has independently achieved the standard. The student demonstrates mastery of the standard. This is where we expect students to be at the end of the year on the standards.
Developing	Dev	Indicates that a student is developing an understanding of a standard, but still may be in need of additional instruction and/or support.
Insufficient	I	Indicates that a student has not shown adequate knowledge and skill or not enough substantial evidence toward attaining a standard.
No Evidence	N	Indicates that the teacher has not collected any information on a student's attainment of a standard.

For grades 6-8, students will continue to be assessed by standards but on their grade report, those standards will roll into a letter grade. This will help students to prepare for high school and become more comfortable with traditional letter grades.

Note: All references to Board Policies, Regulations, and Procedures and updates to board policy can be found on the following website <https://tinyurl.com/CRCS D-BoardPolicyManual>

Letter grades will be calculated using the following parameters...

Letter Grade	Composite of All Priority Standards Marks
A	All standards are Proficient and at least one Exemplary
B	All standards are Proficient, no more than 1 Developing
C	All standards are Proficient or Developing
D	At least one standard of Insufficient
F	At least one standard of No Evidence

21st Century Skills are a set of abilities that students need to develop to thrive in today's rapidly changing world. They include, but are not limited to, critical thinking, communication, problem solving, perseverance, and career and life skills. They are used to measure assignment completion and student habits. These are considered the day-to-day measure of a student's progress. All classes will use the same basic scale for measuring 21st Century skills.

P Proficient	• Assignments completed • Turned in on-time	Parents and teachers should expect a proficient score for 21st Century Skills on every assignment. This score means the assignment was completed and turned in on-time. A proficient score shows the student's responsibility and effort. For PE/Music this means meeting ALL of the daily class requirements
Dev Developing	• Assignments completed but turned in late (no more than one week)	Assignments will be marked as "Late" in Infinite Campus. Students will be given a reasonable amount of time to turn in work following an absence. Late work due to an absence is typically due the day that the student returns, however, students who are absent for multiple days are typically given more time.

I Insufficient	• Assignments turned in after one week late and/or not finished	The student has turned in work that doesn't meet the requirements of the assignment.
N No Evidence	• Assignments not turned in (marked as "Missing")	Parents should watch for these. If your student does not complete daily work, it is highly likely that they will not be Proficient in content standards at the end of the year.

Reports of Student Progress

Report cards are distributed twice a year. Parent conferences will be scheduled twice a year; October 13th and 15th and February 12th and 17th. In addition, students will receive an evaluation at the end of each nine week exploratory class.

Quarter 1 - August 25 - October 28, 2026

Quarter 2 - October 29, 2026 - January 15, 2027

Quarter 3 - January 19 - March 26, 2027

Quarter 4 - March 30 - May 28, 2027

Health Services

All schools have a health office staffed by a health secretary and access to a school nurse to provide health related services to students throughout the school day. Health office staff provide first aid for injuries, administer medication and assess complaints of illness. School nurses manage chronic health conditions, including potentially life threatening health conditions. To contact the school nurse or health secretary at your child's school refer to: <https://crschools.us/students-and-families/student-services/health-services/>

Student Health and Well-being

The school should be informed of significant health conditions for any student. This information is to be entered as part of the annual verification process in Infinite Campus. This information will be shared with school staff members who need to know about your child's condition. If the condition requires special adjustments in the school environment, the school nurse should be contacted. Any changes in student health status should be communicated to the school nurse or health secretary.

Student Illness or Injury During the School Day

Students are sent to the health office if they are injured or appear ill. Health office staff will attend to the student's complaint. This may include providing first aid, asking the student questions about how he/she feels, taking a temperature, making observations, talking to the teacher, and contacting the school nurse. Students will be sent home for:

- A temperature of 100.4° F. or higher
- Active, illness related vomiting or diarrhea,

The parent/guardian will be called and the student will be sent home. Other symptoms that influence the decision to send the student home include general appearance and functioning in the classroom. After a period of observation a decision will be made to do one of the following:

- Notify the parent/guardian for symptoms of illness or injury of a serious nature as determined by the school nurse and/or health secretary. Not all student visits to the health office will result in parents/guardians being contacted.
- Allow the student to rest in the health office for a brief period then return to class.

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.

For more information regarding other health services policies/procedures visit:

<https://crschools.us/students-and-families/parent-notifications/> Reference: School Board Policy 605.3

Legal Notices

All notices are available on the district website:

<https://crschools.us/students-and-families/parent-notifications/>

Here are the items you can find there:

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Chapter 102-Child Abuse reporting ● Section 504 ● Compulsory Education ● Truancy ● Conduct on School Premises ● Anti-Bullying/Harassment ● Sex offender Registry ● Search and Seizure ● Illegal items found in school or in Student possession ● Tobacco Free school environment ● Weapons ● Chapter 103 Seclusion & Restraint ● Building level Due process ● Suspension ● Cost of evaluation and treatment ● Official school publications ● Student publications | <ul style="list-style-type: none"> ● Safe and responsible student use of networked tech resources <ul style="list-style-type: none"> ● Student fee waiver ● Gifts to school personnel ● Reserved time for non-school student activities ● Video cameras on district properties & transportation ● Annual notice regarding student records ● Release of student directory information <ul style="list-style-type: none"> ● Rights under the protection of pupil rights amendment (PPRA) ● Open enrollment ● In district permits ● Home school Assistance program ● Asbestos notification |
|---|---|

Lockers

Each student will be given a locker. Students should only use the locker assigned to them. All personal belongings brought to school are the responsibility of the student. Although theft is seldom a problem, students are discouraged from leaving valuables or personal items in their lockers. We request that students leave electronic devices and other personal items at home. If it is necessary to bring valuables to school, they should be given to the office for safekeeping. Lockers cannot be monitored constantly and if items are missing or damaged, the school district will not be responsible for their replacement.

It is essential that you memorize your locker combination as soon as possible and keep a copy of your combination in a safe place. If you forget your combination or if you have a locker problem, go to the main office for assistance. Do not give your locker combination to anyone and use only the locker you have been assigned.

Students will be given use of a gym locker. Lock rental is included in your basic school fees. Discuss any problems with your gym locker with the physical education staff.

Lost and Found

Lost and found items are placed in a bench in the front foyer and are gone through regularly. Any items not claimed are donated. Check with teachers for lost books and with the IMC for lost library books. Check with the main office or counseling office for any smaller items or electronics that you may have lost.

Meal Costs/Information

Breakfast is served at 7:25 am each morning. For the 2026-2027 school year, Harding qualifies for free meals for all students. However, if your student chooses to have “seconds” they will need to be purchased as follows: **Breakfast - \$2.55 & Lunch - \$3.60**

Students have the opportunity to purchase a la carte items during lunch at a cost of \$1.00. They can be purchased with cash or use money in their account.

Nicotine Free Environment

The District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, and/or illegal or medically unauthorized substances, or “look alike” substances that appear to be tobacco, nicotine, beer, wine, alcohol or and/or illegal or medically unauthorized substances by students while

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on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the District.

Students who violate the terms of this regulation may be required to satisfactorily complete a substance abuse evaluation, assistance and/or rehabilitation program approved by the Board. The program may include age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. Reference School Board Policy 604.10

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Darius Ballard, Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

Program of Studies

Harding accommodates approximately 700 students in grades 6 – 8 with a comprehensive program of study. The curriculum is aimed at the diverse academic and social needs of students, as well as providing the educational experiences.

Core Requirements (daily)	Exploratories (daily for 9 weeks)
Mathematics	Visual Arts
Social Studies	Wellness Consumer Science
Science	Computer Science
Language Arts	Engineering Technology
	iJag

Exploratories (alternate days all year)
PE
Music (vocal, band, orchestra, and general music)

Technology Resources

Google Classroom

Most teachers use Google Classroom for their learning management system. Students will have a Google Classroom for each class they are registered in. Through Google Classroom, students are able to see class announcements, access classwork, access links for resources, turn in assignments, and see teacher feedback. This is a great place to start when wondering about what is going on in the classroom.

Infinite Campus

Infinite Campus gives parents the ability to stay in touch with their student's progress and update their student's information online through Annual Verification. Each start of the school year you will need to log on to your parent account and complete this for your student. This will allow us to have current student and parent contact information as well as student permissions. Infinite Campus also allows parents to access their child's attendance, grades, missing assignments, and to email their teachers. Parents also have the ability to pay school fees and add lunch money to their account electronically. Log in to your Infinite Campus account through the [Harding website](#).

For additional technology support, please refer to the district website ["Technology Help."](#)

Visitors

All visitors to Harding Middle School must check in at the attendance office window. Visitors are required to present a valid driver's license for a background check. Upon approval, visitors will be presented with a name tag. Name tags must be worn while in the building.