



Central Lee High School
2642 Hwy 218
Donnellson, IA 52625

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Central Lee Board of Education

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**Central Lee High School
Nicole Herdrich -High School Principal**

**nherdrich@centrallee.org
2642 Highway #218 - Donnellson, Iowa 52625
Phone: (319) 835-9510 or (319) 463-7321**

Welcome to Central Lee High School!!

This handbook is designed to answer questions and to provide a framework for a safe, structured, and engaging learning environment for the students and families of Central Lee High School. We make every effort to conduct our educational process in such a way that your teens are stimulated, motivated, and cultivated into well-rounded learners and productive citizens of our communities.

Please read through the various areas of secondary issues. They essentially ensure a structured learning environment can take place and that your student's time spent here at the high school is extremely productive. The rules are made and enforced with your child's, and all the students enrolled at Central Lee, best interests in mind. This handbook is written based on the policies and procedures of our school district, serves a general guide for decision-making, and can be subject to change based on administration recommendations at any time throughout the school year.

I encourage your student to make contact with his or her teachers or coaches as often as necessary and, if and when a need should arise, that you as the parent feel free to speak with me directly about your concerns as well. We here at Central Lee High School feel that education is a joint effort between home and school. We will make every effort to communicate with you through web-based newsletters, emailed and mailed notes, and phone calls. Please feel free to contact us at 835-9510 or 463-7321.

We are excited about the upcoming year and wish you and your family a successful happy school year.

**Nicole Herdrich
Central Lee High School Principal**

High School as Part of the Central Lee System

Central Lee Community School District Strategic Plan

Mission Statement
The Mission of the Central Lee Community School District is to prepare lifelong learners who are independent thinkers, value themselves & others, & have the knowledge & skills to become productive citizens.

Priority Statement
Our Priority is to create a culture where all students are expected to achieve a better tomorrow. We will do this through:

Excellence In Learning
All students have the opportunity to learn at high levels
■ Student Achievement & Curriculum
■ Technology
■ Student Culture
■ Early Childhood Education

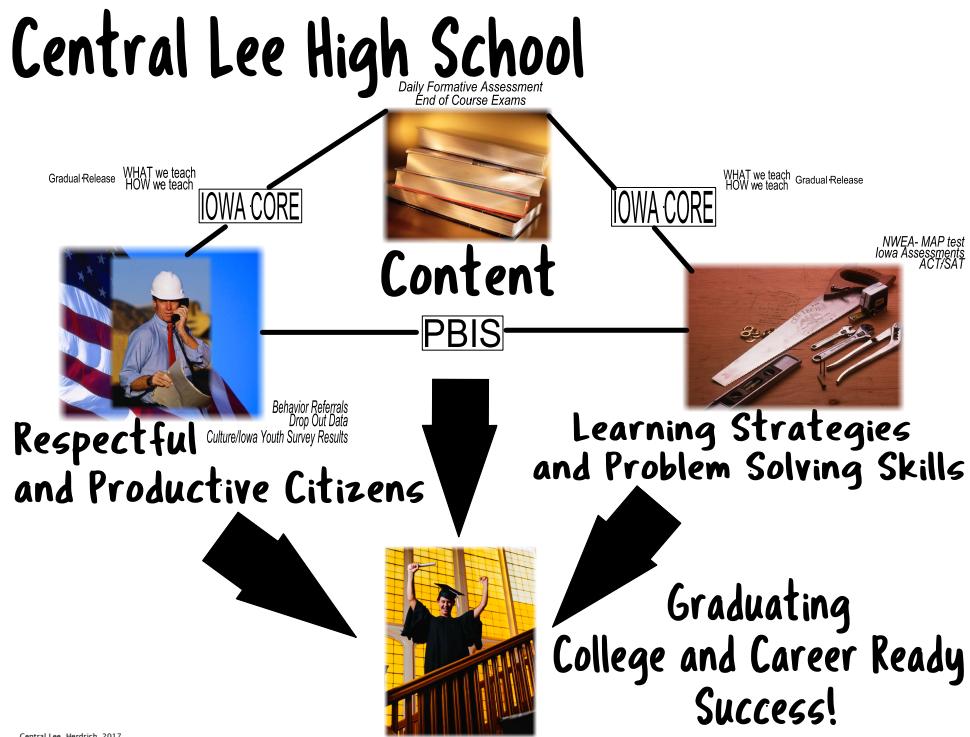
Excellence In Instruction
We create, cultivate and recruit the best of the best
■ Leadership & Resources
■ Culture & Accountability
■ Professional Development & TLC
■ Recruitment & Retention

The Central Lee Way
A culture of putting YOU first
■ Improved Communication & Community Engagement
■ Transportation
■ School Lunch
■ Engagement With Students & Parents

Beyond The Classroom
Growing tomorrow's leaders
■ Performing Arts
■ Central Lee Adventures
■ Athletics
■ Developing Student Leaders

World Class Campus
Our facilities will foster learning in a safe and clean environment

 www.centralllee.org #Proud2bCL



Notices

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Central Lee School District staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call Michelle Earhart, Regional Special Education Director at the AEA at 1-800-382-8970, ext. 2115

Non-Discrimination Notices

USDA NOTICE

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C.20250-9410, or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer."

IOWA NOTICE

"It is the policy of the *Central Lee Community School District* not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the *Central Lee Community School District*, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-231-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."

Tobacco-Free Environment (Policy No. 905.2)

Consistent with the board Wellness Policy and in order to maintain the health of students, employees and visitors, tobacco use is prohibited in school district facilities, including school vehicles, and on school grounds. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request shall be required to dispose of their tobacco material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy. *NOTE: According to federal law, all indoor facilities used for instructional services must be smoke-free at all times.*

The School Day

Policy No. 601.2

Central Lee High School is open and welcomes students at 7:30 am with the regular school day running from 8:24 am to 3:23 pm Monday through Friday.

After the last school bell and prior to the start of home evening athletic events or activities, only students who must stay at the high school due to transportation issues and students getting permission to work with staff after school hours will be allowed to stay past 4:30 pm. These students will be expected to maintain school appropriate behavior, will remain in the main hallway, in the office, or in the gym, and will respect the authority of the adult staff in the building during afterschool hours.

Bell Schedules

Central Lee High School 2017-2018 Schedule

1 st Warning Bell	8:14
2 nd Warning Bell	8:19
1 st Hr	8:24 – 9:10
2 nd Hr	9:14 – 10:00
3 rd Hr	10:04 – 10:50
4 th Hr	10:54 – 11:40
5 th Hr	1st Lunch 11:40 – 12:04 Class 12:09 – 12:55 2 nd Lunch 12:30 – 12:55 Class 11:44 – 12:30
6 th Hr	12:59 – 1:45
7 th Hr	1:49 – 2:33
8 th Hr	2:37 – 3:23

Two-Hour Delay Schedule 2017-2018

1 st Warning Bell	10:14
2 nd Warning Bell	10:19
1 st Hour	10:24 – 10:55
2 nd Hour	10:59 – 11:30
3 rd Hour	11:34 – 12:05
5th Hour	
L1 12:05 – 12:29	C2 12:33 – 1:04
C1 12:09 – 12:40	L2 12:40 - 1:04
4 th Hour	1:08 – 1:39
6 th Hour	1:43 – 2:14
7 th Hour	2:18 – 2:49
8 th Hour	2:53 – 3:23

Wednesday Early-Out Schedule 2017-2018

**1st Warning Bell 8:14
2nd Warning Bell 8:19**

1 hour 8:24 – 8:50
2 hour 8:54 – 9:20
3 hour 9:24 – 9:50

Homeroom 9:54- 10:30

4 hour 10:34 – 11:00
5 hour 11:04 – 11:30
6 hour/1st lunch 11:34 – 12:00
7 hour 12:04 – 12:30
2nd lunch/6th hour 12:34-1:00
8 hour 1:04 – 1:30

Attendance/Truancy Lee County

Policy No. 501.10

The Central Lee Community School District is committed to ensuring that every reasonable attempt be made to secure the attendance in school of all children residing in the district, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six (6) and sixteen (16), as of September 15, residing in the Central Lee Community School District are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law (Iowa Code §299.1A). Children of compulsory attendance age who are enrolled in the Central Lee Community School District, shall attend school for at least one hundred sixty nine (169) days per school year or eighty four and one half (84.5) days per semester, or ninety five percent (95%) of the school year, whichever is greater, unless excused under the terms of the district's attendance policy (Iowa Code §299.1).

Truancy shall be defined as failure to attend school without reasonable excuse for the absence (Iowa Code §299.8). Legitimate reasons for absence will be illness, medical appointments, funeral of family members, court appearances, family vacations (with prior approval of principal), school-sponsored activities, other absences may be approved by the building principal (§299.1). The truancy officer, school official/building principal refer to the county attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences (Iowa Code §299.5A).

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts (Iowa Code §299.5A). However, if a child of compulsory attendance age who is enrolled in the district is truant for more than three (3) days per semester, six (6) days per school year, or three percent (3%) of the school year, the truancy officer/building principal may notify the county attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian (Iowa Code §299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy (Iowa Code §299.9).

The superintendent or designee shall cooperate with officials of accredited nonpublic schools in the district in enforcing the compulsory attendance law as to students enrolled in those schools (Iowa Code §299.3). The superintendent or designee shall also notify the county attorney if a child between the age of six and sixteen who is said to be receiving competent private instruction fails to make adequate progress as defined by Iowa Code Iowa Code §299.A.6.

The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere (Iowa Code §299.1B).

Central Lee High School's Attendance Procedures

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early, is one that helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance in school indicates dependability as a possible employee.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only inhibits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Because of the provisions in the state legislation, we are closely monitoring student's attendance in the Central Lee School District and expecting students to be in attendance 95% of school time each semester (approximately 83 days of an 88 day semester).

Steps to increase attendance (unexcused absences and excessive excused absences): Policy No. 501.3, 501.9, 501.10, 501.10R1

Excused Absences: Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness (maximum of 3 days without documentation), funeral, family emergencies, recognized religious observances, other appointments (with documentation), preapproved family vacation (maximum 5 days), college visits (juniors and seniors), school trip/events, and other principal approved absences. Appropriate verification of an absence will be accepted up to five (5) school days after the absences occurs or the absence will be considered unexcused. Final determination of excused days is up to school administration. Policy 501.9

Step 1: Three or more excused absences will require medical documentation or verification. At three excused absences a standard letter will be mailed home from the high school office explaining the attendance procedures and encouraging parent support in helping their student be in regular attendance at school.

Step 2: After three (3) excused absences, if absences cannot be formally documented within five (5) days of the absence, absences become unexcused and the steps for unexcused absences begin.

Unexcused Absences or Truancy: absences that are not approved under the attendance procedures above or an unexcused tardy in which the student is ten (10) or more minutes late for class. Policy 501.10R1

Step 1: When a student misses **2 unexcused school days/ class periods in a semester**, a standard letter will be mailed home from the high school office to parents explaining the attendance procedures and encouraging their support in helping their student be in regular attendance at school.

Step 2: When a student misses **4 unexcused school days/class periods in a semester**, a phone call is made to the parent by the high school office explaining that each unexcused absences period will now need to be made up within a week of the occurring absence.

Step 3: When a student misses **6 unexcused school days/class periods in a semester**, a student assistance team meeting including the parents, the student, the teachers, and office personnel is called and a plan of action will be developed, implemented, and reviewed to increase attendance.

Step 4: When a student misses **8 unexcused school days/class periods in a semester** the student will lose credit for the class and be placed in a supervised study hall. The student's loss of credit will be recorded as an "AD" administrative drop. Losing credit due to unexcused absences will impact extra curricular participation in the current or following season.

** The truancy officer, school official/building principal refer to the county attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences (Iowa Code §299.5A).*

**An unexcused tardy is being late to class without valid reason and if the tardy is more than ten (10) minutes past the tardy bell for that period, the tardy becomes an unexcused absences.*

Student Release During School Hours

Policy 501.11

Students will be allowed to leave the school district facilities during the school hours only with prior authorization from their parents or with the permission of the principal.

Any student who comes late to school, leaves school during the school day, or leaves school early for any reason, must report out/in through the high school office. The student must obtain parent or guardian permission prior to leaving.

Tardiness

Students are considered tardy to class if they are not in their seat when the tardy bell rings or by the standards set up by the instructor. If another teacher causes the tardiness, the teacher should send a pass to the next class. Tardies will be marked on the student data system. If a student enters a class tardy without a pass, the student should remain in class. The teacher will mark the tardy on the student information system. If there was a legitimate reason for the tardy, the tardy may be removed later by obtaining a pass from the staff member that detained the student. This is not to be done during class period. The following procedure for tardiness will be followed each semester:

1st tardy – warning documented by teacher on student information system

2nd tardy – 30-minute detention served with the teacher

3rd tardy- 30 minute detention served in the office and direct contact with a parent from an office official

If a student is tardy for a 1st period class then they must retrieve a pass from the office. The pass will be marked tardy and the teacher should document it. If the tardy offense is to be excused by a parent for a legitimate reason, the parent must call on the same day as the offense.

A student who is more than ten (10) minutes past the tardy bell to any class period without a valid reason will be marked as having an unexcused absence. (See unexcused absence for more details.)

Academics

Policy No. 600 Series

Multicultural and Gender Fair Education

Policy No. 603.4

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

AP Courses- online

In order for a student to take an online AP- Advanced Placement course the student must receive prior approval from the ELP coordinator and the counselor. AP courses may be taken Pass/Fail.

College Credit Courses (Policy No. 604.6)

A student may take a college course as long as a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district (Policy No. 604.6). Central Lee High will be in full compliance with the Post Secondary Enrollment Options Act of the Iowa Department of Education. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Two types of SCC classes: Students physically attend PACE (Postsecondary Accelerated Credit Experience) classes at the SCC campus or in our building taught by an SCC instructor. PSEO (Postsecondary Education Enrollment Options) classes are completed via computer from the Central Lee campus. Students (by law) receive both high school and college credit for both kinds of classes. *If any student fails a college class they will not be allowed to take another college class for at least one semester. All PACE and PSEO classes will be included on their official transcripts and will be tabulated into each student's cumulative GPA.*

Drop-Add Deadlines

Student generated schedule changes are allowed only for valid reasons with counselor and parental consent during the first five days of the semester.

Grading Scale (Policy No. 505.2)

A – 93-100% - 4pts. A- - 90-92% - 3.67 pts. B+ - 87-89% - 3.33pts. B – 83-86% - 3pts
B- - 80-82% - 2.67pts. C+ - 77-79% - 2.33pts. C – 73-76% - 2pts. C- - 70-72% - 1.67pts.
D+ - 67-69% - 1.33pts. D – 63-66% - 1pt. D- - 60-62% - 0.67pt. F – 0-59% - 0pt.

Mid-term reports and parent teacher conferences (Policy No. 505.1)

Due to the availability of online access for students and parents, mid-term reports will be mailed home for students receiving D's and F's or by parent request. Students are allowed online access to grades at school anytime.

Parent Teacher conferences will be held during the 1st and 3rd quarters. High School conferences are not individually scheduled. Parents and students are highly encouraged to attend to discuss learning progress, work skills, and to develop action steps for increased success.

Make-up work

Students will be allowed *one day in addition to the number of days missed* to complete all assigned work. For example, if a student misses three school days, he or she will have four school days to make up missed work. This applies to students with excused absences as well. The classroom teacher may impose penalties for missed work resulting from an unexcused absence. All missed work resulting from suspension must be returned one day after the student's arrival back or he/she may be penalized. *Students will be expected to make up announced tests, quizzes and assignments on the day of their return, if the test, quiz, or assignment had been announced prior to the absence.* Students can request homework to be picked up during extended excused absences from school.

Make-up work for credit is allowed for all absences except truancies. Each teacher will establish the procedure for completing make-up work. The length of the absence, type of work missed, and the type of class determines the length of time allowed.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain engagement in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only inhibits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance.

Graduation Ceremonies (Policy No. 505.7)

Only those students who have completed the credits required for graduation and who are good standing at the end of their senior year will be allowed to participate in graduation ceremonies. Special education students who have completed the required graduation requirements but plan to attend Central Lee High School may only participate in the graduation ceremony only once in their high school career.

GRADUATION REQUIREMENTS

POLICY NO. 505.5

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete required credits prior to graduation. All students will need 26 credits to graduate from Central Lee High School. All students are required to take seven (7) classes per semester. If the student is taking 2 college dual credit classes off Central Lee campus, they only have to take 6 academic classes. All graduates must complete Computer Application. *All students also need 8 hours of community service per year (volunteer experience) and to complete CPR training as additional requirements for graduation.*

The following credits will be required:

Language Arts	4	credits	Physical Education	2	credits
*Science	3	credits	Electives	10 ½	credits
Mathematics	3	credits	Intro to Computers I	½	credit
Social Studies	3	credits			

*one of two sequence of courses must be selected as a freshman to guarantee all NGSS standards are taught to each student

Students are required to take PE each semester unless they fill out a outside of school activity wavier for one of the two semesters per year.

ALL classes will be counted toward G.P.A. (grade point average) unless it is a pass/fail class.

There will be weighted grading in the following classes:

Physics, Spanish IV, Pre-Calculus, AP Chemistry, AP Physics, English IV, Calculus, AP On-line classes

See the course description catalog for more information about specific classes and for scheduling purposes.

Early or Midterm Graduation (Policy No. 505.6)

At anytime a student meets the graduation requirements for Central Lee High School, if he/she chooses, may graduate early. An application for early graduation must be completed and filed by November 1 for board approval. A midterm graduate is no longer considered a student but becomes alumni of the district. A senior midterm graduate may participate in prom and commencement exercises.

Semester Tests/Final Projects/Assessment and Testing (Policy 505.4)

A comprehensive testing program is established and maintained to evaluate the educational program of the school district and to assist in providing guidance and counseling services to students and their families.

Teachers make connections for students and state purposes of lessons and activities to help students transfer learned skills to novel situations such as during high stakes assessment. Building wide programs are also developed to encourage student ownership, goal setting, and increase engagement on such assessment.

Assessment OF Learning- summative assessment that takes place after learning has occurred to verify competence and report achievement status (grading).

Assessment FOR Learning- formative assessment is a process used by teachers *and students* that takes place during the learning process to help guide, adjust, and promote student learning. There must be teacher understanding of the learning progression, clearly stated learning targets, descriptive feedback, and a collaborative classroom climate established to get the maximum benefits from formative assessment. Assessment FOR learning of the purpose of each lesson will help teachers monitor student understanding, provide appropriate and timely feedback, and guide instruction to best meet the learners needs and is expected by educators at Central Lee on a daily basis.

Though End of Course Exams are designed as more summative assessments, at Central Lee we give a teacher created version of the End of Course Exam in many core classes as pre and mid test. These scores will be reported to the principal at each test point via a spreadsheet. Teachers will use the information to guide further instruction and help best prepare students for post assessment success.

NWEA's MAP assessment will also be given at Central Lee High School for 9th through 11th graders both in the fall and the spring. The results will be used as both a summative and formative assessment. The information gained from MAP can both guide instruction and track growth as a learner in both math and reading.

Iowa Assessments are also given to 9th, 10th, and 11th graders at Central Lee High School for the 2017-2018.

ACT and SCC placement tests are also assessments given to some students depending on post secondary plans.

Teachers are responsible for individual class formative assessment to determine if students were successful learning the learning target for the day's lesson and semester tests and or final projects may be given near the end of the semester. The semester test and/or project will not count for more than 10% of the final grade.

Behavior Expectations and PBIS:

Policy No. 503.1



Hawks **A**re **W**illing **K**ind **S**afe students who are
Successful, **O**rganized, **A**ccountable, and **R**espectful!

The commitment to positive behavior from all students is essential to the educational process and is the dual responsibility of the home and the school. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the rules and procedures of the school. Unacceptable behavior is detrimental to the individual and infringes upon the rights of each student to learn. Therefore, to help students grow in self-discipline, to accept self-responsibility, and to learn to appreciate the rights of others, appropriate behavior **MUST** be practiced at all times and in all environments where students are representing Central Lee in any capacity. Any rules and procedures not specifically covered in this handbook will be addressed on a case-by-case basis by the administration.

Central Lee Hawks SOAR!

Our students are.....	Hallways	Cafeteria	Bus	Campus & Parking Lot	School Activities	Electronic Devices	Classroom
Successful Striving for excellence	Demonstrate understanding of appropriate behaviors & expectations	Make healthy choices	Follow all the driver's rules	Drive carefully Use your seatbelt	Have a positive attitude	Use devices appropriately	Apply your best effort Challenge yourself Participate positively and purposefully
Organized Prepared and ready	Move to class promptly Have appropriate materials for class	Share your table; accept others Use appropriate table conversation	Know emergency procedures Be on time	Tunes not text Encourage others	Be courteous to others Use computers as intended	Have cell phones turned off/silent Turn work in on time	Have necessary materials for class
Accountable Responsible and dependable	Clean up after yourself Use a pass Walk	Clean up after yourself Consume food in designated areas Remain in appropriate lunch area until the bell rings	Clean up after yourself Stay seated Keep track of your belongings	Clean up after yourself Follow appropriate driving rules/laws Lock your vehicles to protect valuables	Use appropriate behavior Be on time Clean up after yourself	Be responsible of your own devices Leave others' devices alone	Clean up after yourself Complete all work with honesty and integrity Own your actions
Respectful of self, others, and surroundings	Use appropriate language & volume Be courteous Avoid distracting classrooms Keep hands to yourself	Wait patiently in line Use appropriate language & volume Respect people's personal space Take care of school property Practice good table manners	Drive with care & caution Show respect towards other vehicles Watch for pedestrians Keep grounds free from trash	Stand for the Fight Song Cheer & applaud appropriately Practice good sportsmanship Be respectful of other schools' property and facilities	Silence electronic devices during class and school activities Use electronic devices in appropriate areas at appropriate times Keep hands, feet, & objects to self	Arrive on time Use appropriate language & volume Keep hands, feet, & objects to self Hon or others' opinions	

Initiations, Hazing, Bullying or Harassment

Policy No. 104

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

School districts are required to notify students on harassment and bullying. School districts that have concerns about "secret societies" in the school may want to add language prohibiting them in accordance with Iowa Code 287.

Recommended Consequences for Harassment

Central Lee Community School Harassment Rubric – MIDDLE SCHOOL & HIGH SCHOOL

Behaviors	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense or More
Teasing, Excluding, or Rumor Starting: Name-calling, insulting, or other behaviors to intentionally upset another.	<ul style="list-style-type: none"> Parent contact Principal/Teacher conference with student 	<ul style="list-style-type: none"> Loss of Prep Time for one week Document in folder Parent Contact (Letter/Telephone) 	<ul style="list-style-type: none"> Half day ISS Parent Contact (Letter/Telephone) 	<ul style="list-style-type: none"> Half day ISS Parent Contact (Letter/Telephone) 	<ul style="list-style-type: none"> ISS or OSS (depending on incident) Parent Contact
Hitting or Threats: Pushing, slapping body (other than face), grabbing, or threatening the well being of another (minor threat).	<ul style="list-style-type: none"> Reflection Parent contact 	<ul style="list-style-type: none"> Harassment Letter sent to parents Document in folder 	<ul style="list-style-type: none"> Full Day ISS (pushing or grabbing) Full Day OSS (slapping face or threatening) 	<ul style="list-style-type: none"> 2 or more days ISS (pushing or grabbing) 2 or more days OSS (slapping face or threatening) 	
Severe Hitting: Punching, slapping, kicking, or similar behavior with intent to harm or causing harm.	<ul style="list-style-type: none"> Parent contact Suspension 	<ul style="list-style-type: none"> Parent contact Suspension 	<ul style="list-style-type: none"> Parent contact Suspension 	<ul style="list-style-type: none"> Parent contact Suspension Potential School Board review 	
Harassment based on sex, race, religion, mental ability or disability, or social economic status.	<ul style="list-style-type: none"> Parent contact Warning Letter for Harassment outlining policy and consequences if incident occurs again Document in folder 	<ul style="list-style-type: none"> Document in folder Parent contact Suspension 	<ul style="list-style-type: none"> Document in folder Parent contact Suspension 	<ul style="list-style-type: none"> Document in folder Parent contact Suspension Potential School Board review 	

The Mission of the Central Lee Community School District is to prepare life long learners who are independent thinkers, value themselves and others, and have the knowledge and skills to become productive citizens.

General Behavior Expectations

Attendance at Activities

After the last school bell and prior to the start of home evening athletic events or activities, only students who must stay at the high school due to transportation issues will be allowed to stay. These high school students will be expected to maintain school appropriate behavior, will remain in the main hallway, in the office, or in the gym, and will respect the authority of the adult staff in the building during the afterschool hours. Students will not be allowed to loiter in hallways, classrooms, or in the parking lot prior to, during, or after events. Students should stay in the gym while an activity is in progress and students who leave the building will not be re-admitted.

Sportsmanship

All students and spectators in attendance at Central Lee Community School events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance are part of this expectation. Inappropriate behaviors are prohibited. What you do and say during the contest reflects on your team, school, and community.

CONDUCT COUNTS

In this EDUCATIONAL INSTITUTION these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
Penalty - EJECTION
- Throwing articles onto the contest area.
Penalty - EJECTION
- Entering the contest area in protest or celebration.
Penalty - EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
Penalty - EJECTION
- Spectator interference with the event.
Penalty - EJECTION
- Jumping up and down on the bleachers.
Penalty - Warning/EJECTION
- Use of artificial noisemakers, signs or banners.
Penalty - Warning / EJECTION
- Chants or cheers directed at opponents.
Penalty - Warning/EJECTION



Cafeteria

The school cafeteria is a service provided to students. Therefore students should observe the following rules:

- 1) Deposit all litter to the wastebaskets.
- 2) Return all trays and utensils to the proper dish washing area.
- 3) Leave the table and floor around your place in a clean condition.
- 4) All students will enter and leave the lunchroom in an acceptable manner (no running).

Personal Electronic Equipment, Cell Phones, and School Issued Computers Policy No. 605.6

Central Lee High School promotes the increased, appropriate use of technology for working and learning as we advance well into the 21st century. With that, tight parameters have been established to help young adults learn to use electronic devices and electronic communications appropriately and respectfully, both in and out of the school setting.

Electronic equipment, including cell phones, mp3 players, Ipods, kindles, etc. are to be ***turned off or silent in all inappropriate areas such as classrooms and other prescribed areas where teaching and learning are taking place.***

It is **REQUIRED** that upon entering the classroom cell phones be put into the student's bag or pocket. Cell phones **CANNOT** be used during class times unless otherwise instructed by the teacher as part of the classroom curriculum. Any student's cell phone that is "seen or heard" during class time will be confiscated by the teacher/staff member or the principal.

Penalties for cell phones being "seen or heard" during class time:

- 1st- Phone is confiscated immediately and can be returned to the student at the end of the school day from the office.
- 2nd- Phone is confiscated immediately, kept for remainder of the school day in the office and returned to a parent or a guardian only the following day at the parent or guardians convenience.
- 3rd- Phone is confiscated immediately, with an immediate, direct phone call made from the office to parents to discuss further actions including loss of phone privileges for the rest of the school semester or school year.

Cell phones *are* allowed in the hallway during posted passing times and the cafeteria during scheduled lunch times.

It is highly encouraged that phone calls from parents for students should be routed through the office. Parents should not text/call student(s) during school hours. Emergency calls can best be handled via office personnel as they can create the most ideal conditions for students to be informed of an emergency situation. Students who do need to contact parents during the school day need to ask for and have permission from their classroom teacher and make the contact to parents from the office, as not to disrupt the learning environment for the other students. Taking a call or receiving a text from a parent during class time will not be excused from the penalties listed above.

Pictures, sound clips, and videos are not to be taken on the Central Lee campus by electronic devices unless permission has been explicitly granted by a staff member and the footage is to be used for educational purposes. If such actions are taken without permission, other violations and consequences may apply including consequences for bullying and/or harassment.

Students will only be allowed to have their ***school issued*** laptop computers during the school day connected to the school's network. No personal or student owned devices will be connected to the school network at any time.

All students are subject to the computer usage violations listed below when using school issued computers or laptops. Violations will be classified as Level I and Level II infractions. The administration reserves the right to add or delete infractions from the list at any time. Students violating the electronic device policy will be subject to disciplinary actions ranging from a warning up to and including suspension or expulsion from school.

Level I Computer Infractions:
(These infractions from the outset are considered less severe)

Attempting to access blocked or inappropriate sites
Exorbitant and/or continual use of gaming sites
Overuse of network bandwidth (videos, games, downloading, streaming, etc.)
Refusal to make the laptop available for inspection
Knowing about a virus/etc. and nor reporting it, allowing it to create service interruptions
Using the school's technology for personal gain
Emailing during class time
Inappropriate Email
Online chat services including messages or conversations
Attempting to repair the laptop, nor have it repaired by a private service
Attendance issues
Multiple instances of forgetting laptop at home

**Multiple occurrences of Minor Infractions may result a Major Infraction consequence

Level II Computer Infractions:
(These infractions from the outset are considered more severe)

Computer / Network Hacking
Pornography / Inappropriate photos
Inappropriate chatting conversations
Harassment / Threats / Bullying behaviors
Causing deliberate damage to school property
Extreme cases of school discipline violations not connected to the AUP
Pattern of continual academic cheating
Any illegal activity
Any action deemed as inappropriate by school administration
Illegal downloading of copyrighted material (music, videos, file sharing protocols, Bit Torrent, Limewire, etc.)
Use of another users account
Editing / moving files that are not your own

Appropriate Use of Computers, Computer Network Systems, and the Internet Policy No. 605.6

The Board of Directors of the Central Lee Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Central Lee Community School District and to promote collaboration, creative and critical thinking, and communication. The District's computers, computer network, and/or Internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection. The complete Student Policy can be viewed at www.centralllee.org

Cheating

All forms of cheating are unacceptable. Any student found to be cheating or assisting another student in cheating may include but is not limited to the following consequences:

- A zero on the particular test or assignment
- Notification to parents/guardians
- Discipline referral on student management system

Student Dress Code (Policy No. 502.1)

While the District realizes that the primary responsibility for appearance rests with the students and their parents, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to establish an understanding that the school is a workplace and that what may be appropriate outside of school may not be appropriate in school.

There are strong correlations between performance, conduct, and appearance. Students and staff who are appropriately dressed and well groomed appear ready to perform in a positive and professional manner. For these reasons, students are expected to dress in a clean, neat and appropriate manner at all times. Inappropriate student appearance that is disruptive to the educational program and environment is not acceptable. Students must wear appropriate clothing and footwear at all times.

The following is inappropriate at Central Lee High School. These items shall not be worn during the school day or at school activities:

- * Spaghetti straps or strapless tops
- * Exposed undergarments
- * Midriff shirts
- * Excessively Baggy Pants
- * Cut-off shorts
- * Excessively short skirts, shorts, or rompers
- * Chains/wallet chains
- * Thin shirts over colored undergarments

Additional prohibited items are apparel that:

- * Are negative toward the school * Promote or advertise alcohol or drugs
- * Relate to gang activity * Include sexually inappropriate references
- * Are profane or racially biased * Are offensive in language/pictures
- * Is clothing or costuming that is distracting or disruptive to the learning environment

In an action of respect for Central Lee, hats are to be removed once inside of the building, unless otherwise permitted and advertised on PBIS days.

Students who violate the dress code will be asked to correct the problem before they may go to classes. Administration retains the right to define the terms of good taste, common sense, neatness, cleanliness, and school approved safe apparel.

Fighting

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action, which may result in suspension and/or referral to local police.

Students are encouraged to bring conflicts they need help resolving to a counselor, teacher, or other person in authority.

Fire Alarms, Threats

Fire alarms are placed throughout the building for the safety of students and staff.

Turning in a false alarm or making a threat is a very serious matter, which disrupts the educational process and endangers students, staff, and law enforcement personnel. Any such situation will result in disciplinary action by the school and referral to authorities for further action.

Food/Drink Rule

Students may have food and beverage in the hallways as long as they demonstrate responsibility for disposing of such items. This privilege may be revoked at any time by administration. Take care of your school environment.

Hallway Conduct

Good citizenship and courtesy are the general rules. Students misbehaving in the halls are subject to disciplinary action by any staff member observing the misbehavior. For safety reasons students are not to run in the hallways.

Harassment (Policy No. 502.10)

While you may not always like everyone you come in contact with, you need to treat everyone with respect. You have the responsibility to show how people can work and live together without harassment. Harassment is considered to be words and/or actions directed toward an individual, which intimidates, degrades, and/or fails to respect a person's dignity. Harassment includes references made to a person based upon a person's age, sex, race, color, religion, disability, ethnic, or national origin, sexual orientation, or marital status. Verbal comments, sexual name-calling, gesture, jokes, and spreading sexual rumors are also considered to be harassment. Steps to follow if you are being harassed:

- Tell the harasser to stop.
- Go to a school authority

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion. A threat toward a faculty member will result in a suspension or possible expulsion. (*Also, see Policy No. 104, page*)

Insubordination

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty/staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action, which may include in or out-of-school suspension.

Offensive Language

The school environment is like the workplace and different from the streets. Language used in the classroom, hallways, and school activities must be appropriate. This is important to the orderly and efficient operation of the school. Words can hurt and can be offensive to others. Students at Central Lee have the right to attend school and school activities without being subject to words that show disrespect for race, color, religion, creed, disability, gender, sexual orientation, or ethnicity.

Parking Privileges

Student vehicles are not allowed in the faculty lots (west lot and east of the gym). Students participating in extra-curricular activities are to park their vehicles only in the designated areas. Violation of parking lot regulation and/or reckless driving could result in loss of parking privileges.

Public Displays of Affection

Public Displays of Affection (PDA): It will be a violation of conduct for students to demonstrate overt displays of affection **on school grounds or at school activities**. This includes but is not limited to embracing, kissing or other inappropriate physical contact.

Signing Out/In (Policy No. 501.11)

Any student who comes late to school, leaves school during the school day, or leaves school early for any reason, must report out/in through the high school office. Office personnel must verify parental permission.

Tobacco/Alcohol/Controlled substances (Policy No. 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; 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 school district. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Students could also be referred to law enforcement.

Violations of School Rules

Policy 503

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate school rules. Violations will be defined as a minor or a major infraction and consequences will be established accordingly. When students violate a school rule, whether it be a major or a minor infraction, or when they disrupt the school day, there are several options that may be used to bring about acceptable behavior. These include but are not limited to the following:

Consequences

Warning and/or timeout
Before/After school detention
ISS (in-school suspension)
OSS (out of school suspension)
Loss of privileges/activities/Internet
Loss of credit
Community Service
Restitution
Expulsion
Other – Assigned by Administration

Suspension

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to ten (10) days at a time. Repeated suspension may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in-school or out-of school.

Expulsion

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

General Information

Bad Weather Dismissal

If weather conditions are such that we will not have school, radio stations KOKX (13.10 AM), and KGRS (107.3), KILJ (105.5 FM) and KBKB (13.60 AM) will be notified. You are to listen to one of the stations for information regarding a change in school starting times or cancellation of classes. You may log onto the Central Lee Community School website www.centralllee.org to register for instant voicemail or text messages regarding announcements about weather related cancellations or delays on School Messenger. See school website for directions to register.

Announcements

An effort is made to communicate with students regarding important information. Daily announcements are read aloud over the intercom and are also posted in the office. These same announcements are available on the website for students and parents through the PowerSchool daily bulletin. In addition, many student announcements will be reiterated via Canvas Announcements. It is imperative that all high school students check their Canvas Announcements on a daily basis to stay informed.

Bus Service

Any questions regarding bus service should be directed to Central Lee Transportation Director, Kim Ensminger 835- 9510 or 463-7321. To ride a bus other than the student's assigned bus, a **bus pass** must be secured via note or call from parent.

Canine Inspection (Policy No. 502.8)

In cooperation with the Lee County Sheriff's Department, and/or other law enforcement agencies, the Central Lee Community School District may be conducting routine building inspections using a canine unit or "drug dog". These inspections are done during class time, before school, or after school hours. If information is produced during an inspection that constitutes reasonable suspicion, the administration will conduct a search within the guidelines of established district policy and Iowa statute.

Fee/Fines

Students will be assigned fines for damaged textbooks, overdue materials from the media center, damage of school property, non-accidental laptop damage or general vandalism. The student will have to pay the cost for the replacement of any textbook that is lost or not returned.

Hall Passes (Policy No. 503.1)

For any student to be in the hall during class time, he/she must have a planner stating the date, time, and signature of the teacher. **Nobody** is to be in the hallway without a pass. Hall passes are for emergency use only.

Medication (Policy No. 507.2)

Only the school nurse or an employee certified through a drug administration course shall administer medication to students with consent from prescribing doctor. A consent form may be obtained from the office. **ALL MEDICATION** should be checked in and stored in the office.

Personal Possessions

Central Lee High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to leave valuable items at home. It is the recommendation of the high school that students leave expensive items or large sums of cash at home. **High school students are also highly encouraged to use their assigned lockers and athletic lockers and to lock up belongings at all times when not within the student's sight.**

Search & Seizure (Policy No. 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

Student Lockers (Policy No. 502.5)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

Student Assistance

Students may request additional help from teachers before or after school by appointment.

Study Hall Expectations

The following guidelines will be followed in study hall:

- Students will be assigned seats and are expected to be in those seats at all times.
- Students are expected to be seated, with materials, at the start of study hall.
- The atmosphere must be one of quiet, business-like condition for students to read or study.
- All students should have their work materials or a book to read with them.
- The supervisor must approve any talking to another student and/or studying together.
- Students must be in good academic standing and have approval from the study hall monitor in order to access nonacademic, online games on computers or cell phones.
- If a student from the study hall is leaving to see a faculty member, the student must have a pass from that faculty member. The student must secure the pass prior to coming to the study hall. Study hall supervisors will not issue passes to see a teacher.

- Students must use a pass to go the restrooms, and only one student will be allowed to use the restroom at a time. Students are required to use a pass to go to the library.
- The study hall supervisor may establish other guidelines to ensure business-like conditions in the study hall.
- Any student not going to the designated areas stated on a pass, will not be allowed to leave study hall.

Weapons (Policy No. 502.6)

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Visitors (Policy No. 903.3)

To provide for the safety of all students we ask that all visitors sign in at the office and obtain a visitor pass. Students are discouraged from bringing guests to school. In order to bring a guest, a parent or host must call the office 24 hours in advance. Parents are always welcome and we encourage your visits. Please check in at the office so we can assist your visit.

Athletics/Activities

Policy No. 504.6

Changing Sports

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the athletic director.

Class Attendance

On any given day a student *must attend ¾ of a school day* in order to participate in any extra-curricular activities, athletics, and fine arts. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, funeral, or other school related activity. Parents are expected to telephone the school office to report a student's absence prior to the end of first class period on the day of the absence. Without prior notice or formal documentation to excuse the absence, the student will not be able to participate or practice.

Conflicts

Every effort is made by school officials to avoid scheduling conflicts. When they do occur, the following criteria are used to prioritize

- 1) State level performance
- 2) District level performance
- 3) Conference level performance
- 4) Inter-school competition
- 5) Public performance

Physicals

All students must have physicals each year in order to participate in athletics. These physicals are good for one calendar year.

School Uniform/Equipment

Students who have not turned in school issued uniform/equipment can be assigned detention or in-school suspension and will not be allowed to participate in competitions for the next activity until arrangement have been made with administration for return or payment for equipment.

Permit to be Absent Form

Students must fill out a yellow "permit to be absent" form (available from the high school office) prior to absence for school athletics or activities that take place during the school day. The form should be turned in to the coach, sponsor, or teacher in charge of the event. Failure to comply will result in an unexcused absence recorded in Powerschool.

Transportation To/From Athletic Events

Any student participating in a school-sponsored activity is expected to travel to and from the event in transportation provided by the school. However, the district does recognize that sometimes-extenuating circumstances dictate the need for an athlete/participant to arrive home earlier than the school transportation can provide. Students are to return home on district provided transportation unless parents have specific arrangements to assume responsibility for their child's transportation. Parents may assume that responsibility by choosing one of the following two alternatives:

1. A student may ride to and/or from the event with his/her parent(s)/grandparent(s). They must personally contact the coach or sponsor at the event and sign the appropriate sign out form. When a parent/grandparent signs the form and takes athlete/participant with them, they assume responsibility for the child's transportation home from the specific event and absolve the Central Lee District from any responsibility for transporting the child home from the specific event.
2. A student may ride home from an event with another team parent of that same activity or a graduate sibling. All of the following procedures must be followed or the student is in violation of this policy.
 - a. Parent must send a note to the school office by the day of event indicating whom son/ daughter will be riding home with (for school records) and a phone call (for confirmation).
 - b. Parent must make contact with school personally or by a phone call to confirm the arrangements. This must take place before athletes/participants depart towards their destination. The school retains the authority to verify parental permission at any time the district deems such action necessary.
 - c. The school will notify coach/sponsor who has permission to ride with team parent before departure. Prearranged team parent must personally contact coach/sponsor at the event and sign the appropriate sign out form to confirm that they are transporting the student.
 - d. The athlete/participant must absolutely ride home from the activity with the designated team parent. The team parent may not transfer the responsibility to another team parent, student or any other individual under any circumstance.
 - e. Violators of this policy will lose the right to participate in events for the following week of scheduled activities in which he/she is to participate. Also, the designated team parent and the athlete/ participant's parents will not be able to use portion 2 of this policy for the remainder of the season.

Under very extenuating circumstances the administration can deem exceptions to this policy.

Making the case for participation...

“Participation in high school athletics and activities are a much better indicator of overall college performance than other yardsticks.” *Educational Testing Service and College Board Study*

“Ninety-five percent of Fortune 500 executives participated in school activities (only 47% were National Honor Society members).” *Fortune Magazine*

“Ninety-six percent of dropouts in 14 school districts in seven regions of the nation were NOT participating in activities programs.” *National Federation of State High School Associations*

“‘High Activity’ students (those involved in four or more activities) average 3.05 GPA, while ‘low activity’ students averaged 2.54GPA.” *Indiana University study*

Activities/Athletics

AFS	Alicia Schiller
Art Club	Jamie Jones
Baseball	Shane Weirather
Basketball	Evan Swanson
Bowling	associated with Keokuk
Cheerleading	Denise Osbon
Cross Country	Patty Rooney
Dance Team	Lindsey Hamm
Drama Club	Liza Alton
F.F.A.	Tom Boeck/Brent Koller
Future Problem Solvers	Hollie Weber
Football	Nick Erht
Golf	Mike Ungerer
Junior Class (Prom)	Jamie Jones, Chair
N.H.S.	Kyle VanAusdall/Linda Krehbiel
PBIS-SOAR Leadership	Kyle VanAusdall, Chair
Robotics	Eric Larson
Science Club	Alicia Schiller
Soccer	Justin Schau
Show Choir	Nick Andersen
Softball	Alex Belloma/Darrell Krehbiel
Spanish Club	Geoff Overton
Speech	associated with Keokuk
Student Government	Anna Westermeyer
Swimming	associated with Keokuk and Burlington
Track	Terry Soli /Patty Rooney
Volleyball	Amy Cook
Wrestling	associated with Fort Madison
Yearbook	Teri Redding
Quiz Bowl	Judy Hohl

School Affiliated Activities

Writer's Club	Kara Overton
Book Club	Anna Westermeyer

Student Initiated, Non-curricular Groups

The Central Lee Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting these guidelines, Central Lee High School does not forego its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

Central Lee High School will have a limited open forum for student-initiated groups which are not school-sponsored wishing to meet to engage in speech, subject to the following restrictions:

- Students will be permitted to meet during the non-instructional time of the individual students involved in the meeting, including before school and/or after school. However, no student will be present at a meeting at a time when he or she has a class or is required by school rules to be elsewhere. This includes any time during which the school requires the particular student or all students to be off school property or outside the school building.
- All meetings will be student-initiated and open to all students in the school. All student attendance at a meeting will be voluntary.
- No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct or efficient operation of the school.
- It is understood that these student meetings are not sponsored by the school district. Student-initiated groups which are not school-sponsored shall not use the school name, mascot, or other sign or symbol that might imply school district sponsorship. The school district is neutral as to the content of these meetings, if the meetings comply with paragraphs 2 and 3.
- School officials or employees may be present at the meetings for monitoring purposes.

If students wish to meet under this policy, they must file a request to meet with the principal, which lists:

- the room in which they wish to meet and time during which they will meet;
- the name of one student who will serve as the contact between the group and the school officials
- if required, the school official or employee, who will present.

The principal will approve a meeting if it meets the requirements of this policy and will notify the student contact person of his/her approval, or if it does not meet the requirements of this policy, his/her reasons for disapproval within 2 days of the submission of the request to meet. Once approved, a student group may continue meeting for the remainder of the school year, unless it subsequently violates this policy.

Equal access with respect to such meetings will include access to school publications and bulletin boards/posters, in accordance with school policies.

All activities and athletics fall under the Academic Eligibility Policy and the Good Conduct Policy. Central Lee considers activities and athletics one in the same and do not separate when it comes to our expectations of the young men and women Central Lee. However, when consequences due to misconduct or failing grades must be enforced, the state mandates consequences must be served in athletics if the student participates in both.

Extra-curricular Activities Eligibility Rules

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from the school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities, which are illegal, immoral, unhealthy, or highly inappropriate. Students who fail to abide by this policy may be subject to disciplinary measures. The principal or designee shall keep records of violations for the Good Conduct Provision.

The following eligibility rules shall be in effect for students who are involved in extracurricular activities where the student represents the school district outside the classroom in grades 7-12 of the Central Lee Community School District.

A. Good Conduct Provision

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

Acceptable reporters of alleged violation(s) will include school administrators, all certified staff members, and law enforcement officials. Violation reporters are to notify the activities director as soon as possible of violations. The activities director will notify the appropriate building level administrator so the investigation and hearing can be arranged immediately.

The building level administrator is defined as the building level principal or his/her designee whom must be a member of the building level administration.

The students will be found to have violated the Good Conduct Provision if he/she admits to any such violation, or is referred to a mandatory alcohol/drug education program, or is under the supervision of a Juvenile Court officer, or enters into an "Informal Adjustment Agreement," or is found guilty by a court of law, of any such violation.

Any student is in violation of the Good Conduct Provision if he or she is found to have:

Category I

Item 1. Possessed, used (includes having the odor of alcohol on one's breath), purchased alcoholic beverages (including beer and wine), been in a vehicle or in attendance at a function or party where alcohol or other drugs are being possessed or consumed illegally by minors (except attendance at wedding receptions, graduation parties, or other similar activities will not be considered a violation unless the student was consuming such prescribed beverages);

Item 2. Possessed, used, or purchased illegal drugs (including steroids), or possessed, used, or purchased prescription drugs without proper authorization;

Item 3. Possessed, used, or purchased tobacco products, regardless of the student's age;

Item 4. Engaged in any illegal act that would be grounds for arrest or citation (excluding minor offenses such as traffic or hunting/fishing violations) in the criminal or juvenile court system regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

Item 5. Give the perception of doing an illegal activity. (Remember athletics or activities are a privilege and those participants are a representation of Central Lee)

Category II

Item 6. Displayed inappropriate, unsportsmanlike, or offensive conduct such as fighting, insubordination (talking back to or refusing to cooperate with authorities), or hazing or harassment of others;

Item 7. Transferred in from another school or school district and had not completed a period of ineligibility for a violation of a Good Conduct Provision in the previous school district and the administration determines that there is knowledge in our school of the fact of the student's violation in the previous school or school district.

B. Due Process and Penalties

1. Due Process: The student shall be provided a hearing with the building level administrator and the activities director. The student will be given an oral or written notice of the hearing. During the hearing, the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to present his/her side of the story. After review of the evidence, the building level administrator shall determine the status of the student.

2. Penalties: The following is a list of dispositions that the building administrator may invoke:

- a. A student who, in the judgment of the building level administrator, was found not to have violated the Good Conduct Provision, will not be subject to disciplinary action.
- b. A student who, in the judgment of the building level administrator, has been found to have more likely than no violated the Good Conduct Provision, shall be penalized according to the penalties listed below.
- c. Parents; guardians; and all activity teachers, coaches, sponsors, and the appropriate administrators will be notified of the disposition within 24 hours or at the earliest possibility if unavailable for communication.

C. Reduction in Penalty Option

1. Admission/Self-Reporting and Behavior Agreement:

If a student comes forward to a coach, administrator, or activity sponsor to self-report (admit) a violation of the Good Conduct Provision within 24 hours (excluding Saturday and Sunday), and opts to enter into and complete a Behavior Agreement, and, if the violation is for Items 1 or 2, the penalty may be reduced. The Behavior Agreement shall be written and shall include, but not be limited to, an oral apology for the student's behavior to the affected parties, and restitution where appropriate.

For Category I. Items 1,2,3, and 4: Alcohol, Drugs, Tobacco, and Serious Misdemeanors

Any club or activity, including but not limited to:

Athletics/Cheerleading/Instrumental/Vocal/Dance

Team/AFS/FCCLA/FFA/Science Club/Quiz Bowl/Art Club/Spanish

Club/Yearbook/Student Council/Future Problem Solving/National

Honor Society/Homecoming and Prom:

First Offense: Loss of eligibility for up to 50% of the contest/performance dates scheduled for that activity for the year.

Penalty reduction option:

Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 10 hours of community/school service and up to 20% (or at least one) of the contest/performance dates scheduled for that activity for the year.

Second Offense: Loss of eligibility for up to 75% of the contest/performance dates scheduled for that activity for the year.

Penalty reduction option:

Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 20 hours of community/school service as arranged by the activities director and 33% of the contest/performance dates scheduled for that activity for the year. If the violation is for Items 1 or 2, the student must also elect to seek an evaluation from a recognized substance abuse facility at the student's or his/her parent/guardian's expense. The student must successfully complete the evaluation and agree to waive confidentiality to allow the facility to report back to the superintendent or designee regarding

recommendations for treatment or follow-up care. If treatment is recommended and the student elects to enter into a treatment program at his/her or the parent/guardian's expense, the hours of treatment may be counted as community/school service hours.

Third Offense: Up to one calendar year of ineligibility.

Penalty reduction option:

Admission/Self-reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 30 hours of community/school service as arranged by the activities director and nine calendar months of ineligibility.

NOTE: If the student has not participated in an activity during the period of ineligibility, he/she will be ineligible for up to 50% of the next activity in which he/she participates.

Drama and All Other Activities:

First Offense: If involved in a production at the time of the violation, complete the performance in that production, but will be ineligible for participation in the next production.

Penalty reduction option:

Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 10 hours of community/school service as arranged by the activities director and allowing the student to participate only behind the scenes (not on stage+ in the next scheduled performance for that activity).

Second Offense: If involved in a production at the time of the violation, complete the performance in that production, but will be ineligible for participation in the next two productions.

Penalty reduction option:

Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 20 hours of community/school service as arranged by the activities director and ineligibility for one production. If the violation is for Items 1 or 2, the student must also elect to seek an evaluation from a recognized substance abuse facility at the student's or his/her parent/guardian's expense. The student must successfully complete the evaluation and agree to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care. If treatment is recommended and the student elects to enter into a treatment program at his/her or the parent/guardian's expense, the hours of treatment may be counted as community/school service hours.

Third Offense: If involved in a production at the time of the violation, complete the performance in that production, but will be ineligible for participation for one calendar year.

Penalty reduction option:

Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 30 hours of community/school service as arranged by the activities director; the penalty is be reduced by allowing the student to participate only behind the scenes (not on stage) in one production.

For Items 5 and 6: Inappropriate, Unsportsmanlike, or Offensive Conduct, and Transfers

It will be the prerogative of the building level administrator to assess contest or performance suspensions based on the breadth, depth, and severity of such acts.

If the violation results in disqualification from a contest assessed by the game officials, the student will be suspended for the next contest date at the same competition level for the first violation; for the next four contest dates at the same competition level for the second violation; and for one calendar year at the same competition level for a third such violation. The building level administrator may assess further suspensions if deemed necessary based on the severity of the violation.

General Notes:

1. The period of ineligibility attaches immediately upon a finding of violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity, performance, or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
2. An ineligible student must attend all practices or rehearsals, but may not represent the school in performances, contests, or productions. An ineligible student must serve the ineligible period during the time he/she is participating in the extracurricular activity or the next the activity in which they participate. The athlete must complete the season or time period in good standing by meeting all activity requirements.
3. Violation of Category I: Items 1,2,3, and 4 are combined in terms of number of offenses; i.e., if a student violate Item I and later violates Item 3, the violation of Item 3 will be considered the second offense for the purposes of penalties. Violations of Category II are specific to each item and should no be considered a subsequent offense to any other item in either category.
4. If a student is participating in more than one extracurricular activity at the time of violation, he/she will serve the penalty in all activities during this period.

D. Appeals

The student or the parent(s) or the guardian(s) may appeal within five days the determination of the administrator by making a written notice of appeal to the superintendent. Upon receipt of appeal, the superintendent will set up a hearing with an Activities Council. Members of the Activities Council shall be the building level principal(s), the associate principal(s), the activities director(s) from the middle and senior high schools, excluding the administrator that made the initial determination, and a high school faculty member designated by the superintendent on August 1st each year. The penalty will be in effect pending the decision of the Activities Council. The hearing shall be within seven calendar days of the receipt of the notice of appeal. The Activities Council shall make a written decision within 72 hours of the hearing.

If the student or parent(s) or the guardian(s) are still dissatisfied, a written appeal may be filed with the board secretary within five days of the determination by the Activities Council. The review by the board will be in closed session unless the student's parent(s) or guardian(s) (or the student if the student is 18 years old) request an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Provision; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. The school board shall make a written decision within 72 hours of the session.

If the decision of the administrator is reversed at any higher level, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

E. Decision-Making Guidelines

The decision maker(s) will be vested with discretion to impose a lesser sanction or penalty including reduction of the offense level if the decision maker(s) determine mitigating circumstances exist, and the decision maker(s) sets the mitigating circumstances our in writing. In this context, the decision maker means the building level administrator, the Activities Council, and the school board.

F. Additional extracurricular Activities Requirements

The teacher, coach, or sponsor of that activity may issue additional requirements for each extracurricular activity. These rules shall be presented to each student participating in any extracurricular activity at the beginning of the activity and a copy filled for approval with the activities director and the building principal.

G. Notification of the Extracurricular Activities Eligibility Policy

All Central Lee students and their parents will sign the good conduct policy agreement at registration acknowledging their understanding and agreement to abide by this policy.

At the beginning of the extracurricular activity, the teacher, coach, or sponsor shall provide each student with a copy of the extracurricular activities eligibility rules Policy 503.4. The teacher, coach, or sponsor should explain the rules to the student to clarify any possible misunderstanding. The policy provisions should also be included in the building level student handbook, which is available to all students. The teacher, coach, or sponsor shall also hold a meeting at the beginning of the activity for all parents, guardians, and students, for the purpose of explaining the extracurricular activities eligibility rules (Policy 503.4).

H. Present Policy

This policy became effective during the 2004-05 school year. All offenses of the good conduct rule are cumulative during a student's high school career.

A. Academic Eligibility – refer to eligibility requirements on previous page.

B. Personal Appearance

Each activity director can determine a reasonable (to be determined, if necessary, by the Principal) dress code that is to be followed during participation in the activity. This dress code is to be written down and given to each participant (and the Principal) before the activity starts.

C. Conduct and/or Citizenship

If the conduct or citizenship of any student participating in an activity sponsored by Central Lee High School is such that the activity director feels that the student is unworthy to represent Central Lee the Principal in conjunction with the activity director may declare the student ineligible for a specified amount of time. This is to be determined by the Principal in conjunction with the activity director after meeting with the student involved. Written notification of the incident and the punishment will be made to the student, superintendent, and others as deemed necessary.

School Song:

We'll take a C for Central's courtesy

We'll take an E for enthusiasm too,

We'll take an N for natural ability

We'll take a T for teamwork too, for teamwork too.

We'll take an R for real live sportsmanship

We'll take an A for athletes too, for athletes too.

We'll take a Big Black L for loyalty, loyalty

To show we're from CENTRAL HIGH

C-C-C-E-N, T-T-T-R-A-L, C-E-N-T-R-A-L, Central,
Central, Central.



Academic Eligibility Guidelines (Taken from the Iowa state guidelines)

In order for a student to participate in athletics or activities (clubs, FFA, etc.) he/she must meet eligibility guidelines set forth by the state and local school district. Those guidelines are listed below:

1. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the school sponsoring the event.
2. All contestants must be under the age of 20
3. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least 6 subjects, each of one period or “hour” or the equivalent thereof at all times. To qualify under this rule a “subject” must meet the requirements of 281-Chapter 12. Course work taken under the provisions of the Iowa Code chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student’s school program deviates from the traditional two semester school year.
4. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. A grading period shall mean the end of each semester at Central Lee High School.
5. For students participating in athletics, if at the end of first semester, a participant is given a failing grade in any coursework for which credit is awarded, the participant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive days.
6. If at the end of the second semester, a contestant in baseball or softball receives a failing grade in any course for which credit is awarded he/she is ineligible to dress for and compete in baseball or softball for the 30 days following the end of the grading period. The 30-day ineligibility period begins on the day grades are made available to students.
7. In addition, for students participating in music, speech, clubs, and/or co-curricular; if at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any public event (as long as the event doesn’t effect course GPA) within a period of 30 consecutive days. This is the same as athletics.
8. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s IEP.

9. A student who meets all other qualifications may be eligible to participate in athletics or activities for a period of eight consecutive semesters upon entering the ninth grade for the first time. However a student who engages in athletics or activities during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
10. A student is academically eligible upon entering the 9th grade. However, no student shall be eligible to participate in any athletic sport if the student has engaged in that sport professionally.
11. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
12. A student who is eligible at the end of any semester is eligible until the beginning of the subsequent semester.
13. A student must receive credit in at least 6 subjects at all times.
14. If a student fails any class for which credit is awarded, the student is ineligible for 30 calendar days in the interscholastic athletic event or activity in which a student is a contestant. The 30 consecutive days begins on the first legal playing date of the sport in which a student participates. For an activity the penalty begins immediately if activity ends before the 30 days of ineligibility is completed, the remaining days will be served during the next activity or event in which the student participates.
15. If a student is involved in both athletics and activities, the period of ineligibility will end at the conclusion of the 30 calendar days served for whichever activity the student participates in first. (example: the student is declared ineligible on Jan. 10, the student is in FFA, Music, and will be in Track in March, the 30 days is served immediately affecting FFA, Music and would be completed on Feb. 10 thus, not affecting Track.)
16. Students who finish a quarter with an Incomplete on their report card will be considered ineligible until the work is made up. If a student has passed all courses when the incomplete is made up he/she may become eligible immediately.
17. A student who withdraws from a class after the drop period has elapsed will receive an "F" on his/her report card for that particular grading period and thus be considered as having failed the class.

NEED HELP?

The Central Lee Community School District, with the help of the Alcohol and Drug Dependency Services, has formed a Drug-Free Schools Committee. That effort has resulted in a new school policy that is designed to assist kids with alcohol and other drug problems. Additionally, there is a group of school personnel and parents who are available to help students with alcohol and drug problems. If you are in need of help or have a friend who needs help, or are affected by someone else's abuse or simply need someone to talk to, consider any of the concerned individuals and agencies listed below:

<u>PHONE</u>	<u>WORK PHONE</u>	<u>HOME</u>
Andy Crozier , Superintendent	319-835-9510	
NICOLE HERDRICH , High School Principal	319-835-9510	319-835-5135
KIM ENSMINGER , Middle School Principal	319-835-9510	319-470-0355
HEATHER FUGER , Elementary Principal	319-835-9510	319-470-5418
ANGIE MOORE , High School Counselor	319-835-9510	319-470-2826
TERRY SOLI , Middle School Instructor	319-835-9510	319-372-4979
KIM ENSMINGER , Homeless Liaison , Lee County DARE Officer	319-835-9510 319-372-1152	319-470-0355
STACEY WEBER , Lee County Sheriff's Office	319-372-1152	
JIM SHOLL , Lee County Sheriff's Office	319-372-1152	319-372-9091
LEVEL I INVESTIGATOR	High School Principal	
LEVEL II INVESTIGATOR	Elementary Principal	
DHS		1-888-270-3864
AIDS HOTLINE		1-800-342-2437
ALCOHOL & DRUG DEPENDENCY SERVICES (ADDS) (Free information regarding care & treatment for alcoholism & substance abuse.)		1-319-372-6011
BIRTHRIGHT: Call Collect (Free and confidential counseling and pregnancy testing.)		1-319-753-2702 1-319-524-3733
COCAINE HOTLINE (Information for treatment.) HERPES		1-800-262-2463 1-919-361-8488
HOMELESS LIASON (Services and support available for those that are homeless – defined as not having a regular, fixed, nighttime residence), Kim Ensminger		1-319-835-9510
IOWA DRUG & ALCOHOL HELP LINE (24-7) LIFENET		1-866-242-4111 1-800-543-3638
PLANNED PARENTHOOD (Pregnancy testing, counseling on human sexuality. Physical examinations. VD testing and treatment.)		319-372-1130 or 319-524-2759
RUNAWAY HOTLINE TEEN LINE		1-800-621-4000 1-800-443-8336