



# Lewis Central

*Inspiring Excellence!*

Lewis Central High School  
2018-2019  
Student Handbook

## LEWIS CENTRAL COMMUNITY SCHOOLS

Our Mission:

# *Inspiring Excellence!*

Our Vision:

We develop passionate, innovative, adaptable learners prepared to embrace the challenges of the future and make a positive difference in their community.

Our Core Values:

Student focus - We foster a passion for learning by developing the whole child.

Opportunity - Each person deserves to engage in experiences that help him or her grow and excel.

Collaboration - We embrace differences to work together productively.

Excellence - Higher expectations yield higher results for everyone.

Community - We create a sense of belonging through demonstration of respect, acceptance and pride.

Innovation - We seek new ways to make learning environments more exciting, challenging and rewarding.

### Our District Goals

- Focus efforts of school improvement on accelerating growth for all students and on closing the gaps for students with IEPs and FRL.
- Expand and improve the integration of technology throughout the system.
- Intervene in timely and effective ways to help meet the needs of all students.
- Support innovative teaching practices and instructional methods to more precisely engage and address the learning needs of all students.
- Promote the well-being of students.

# LEWIS CENTRAL HIGH SCHOOL STUDENT HANDBOOK

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# HIGH SCHOOL PERSONNEL

## *Administration/Faculty*

### 2018-2019

<b>Beyenhof, Joel</b>	<b>Principal</b>	Kavars, Michelle	TAG
<b>Vinchattle, Joe</b>	<b>Associate Principal</b>	Kern, Jennifer	Special Education
<b>Haver, Jim</b>	<b>Associate Principal</b>	Koester, Steve	Math
<b>Hale, Mike</b>	<b>Activities Director</b>	Krabbenhoft, Jeff	Technology and Engineering
Aldrich, Martin	Instrumental Music	Langdon, Sara	Vocal Music
Allard, Katie	Spanish	Lewis, Kari	Art
Archer, Derek	Business	Lopes, Sandra	Special Education
Bergman, David	Science	Massey, Keith	Spanish
Bird, Alan	Special Education	May, Taylor	Science
Bodie-Steinke, Jackie	Guidance	McComas, Julie	Guidance
Bond, Jess	Physical Education	McLaughlin, Tom	Drama/Speech
Boyle, Kelly	Social Studies	McVey, Tracy	Health
Casey, Cheryl	Business Education	Miller, Dan	Social Science
Chambers, Alyssa	Math	Muta, Kim	Instructional Coach
Craney, Dan	Technology and Engineering	Nepple, Pat	At Risk
Crawley, Sharon	Social Science	Nickman, Aaron	Technology and Engineering
Cunningham, Clay	Art	Nielsen, Laurie	Language Arts/Speech
Dose, Dana	Math	Nightser, Ryan	Math
Drake, John	Social Science	Pearson, Gina	Special Education
Driver, James	Business Education	Pettit, Molly	Language Arts
Duitsman, Lorraine	Instructional Coach	Peverill, Lu	Guidance
Duitsman, Ted	Language Arts	Phillips, Kay	Science
Ford, Brett	Science	Reida, Robin	Science
Frascht, Ron	Media Specialist	Rulla-Parroquin, Stacy	Spanish
Hall, Kelli	Special Education	Rutledge, Kristine	Language Arts
Hanafan, Chris	Physical Education	Shannon, Amy	Social Studies
Healey, Deneen	Family Consumer Science	Sieck, Maddie	FCS/Journalism
Hernandez, Krista	Math	Towne, Allison	Special Education
Hetzel, Angie	Special Education	Tucker, Dan	Instrumental Music
Hutchinson, Tom	Math	Shannon, Amy	Social Studies
Jasa, Lori	Language Arts	Vinchattle, Brittany	At Risk
Johnson, Blake	Language Arts	Williams, Jennifer	ELL
Jorgensen, Whitney	Language Arts	Woodward, Christina	Instructional Coach
Kammrad, Justin	Physical Education	Wylar, Eric	Vocal Music

#### *Secretaries/Clerks/Bookkeeper/Nurses*

Elliff, Donna	Principal's Office Secretary
Brockman, Cindy	Activities' Office Secretary
Tomasso, Marilyn	Attendance Office Secretary
Knavel, Mary	Clerk, Principal's Office
Kybat, Renee	Guidance Secretary/Registrar
Struck, DeAnna	Activities' Bookkeeper
Blodgett, Deb	Nurse
Coates, Carol	Health Associate
Blum, Joanna	Library Clerk

**School Colors – Navy Blue and White**

**School Mascot - Titan**

### School Song

Lewis Central, Lewis Central  
 Fight with all your might.  
 Cheers for our team - Blue and White Team  
 Victory's in sight - Rah! Rah! Rah!  
 Be what may be, you will all see  
 Titans in the fight  
 Let us fight for Lewis Central  
 Win tonight! - Hey!

**LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR**

Board approved on 2018-01-15

**SUMMARY OF CALENDAR**

177 student contact days  
3 P/T conference comp days  
**5 district work days**  
3 staff development days  
4 holidays/vacations  
**192 contract days**

Staff	Students
65	59
64	59
63	59
<b>192</b>	<b>177</b>

**Early Dismissals**

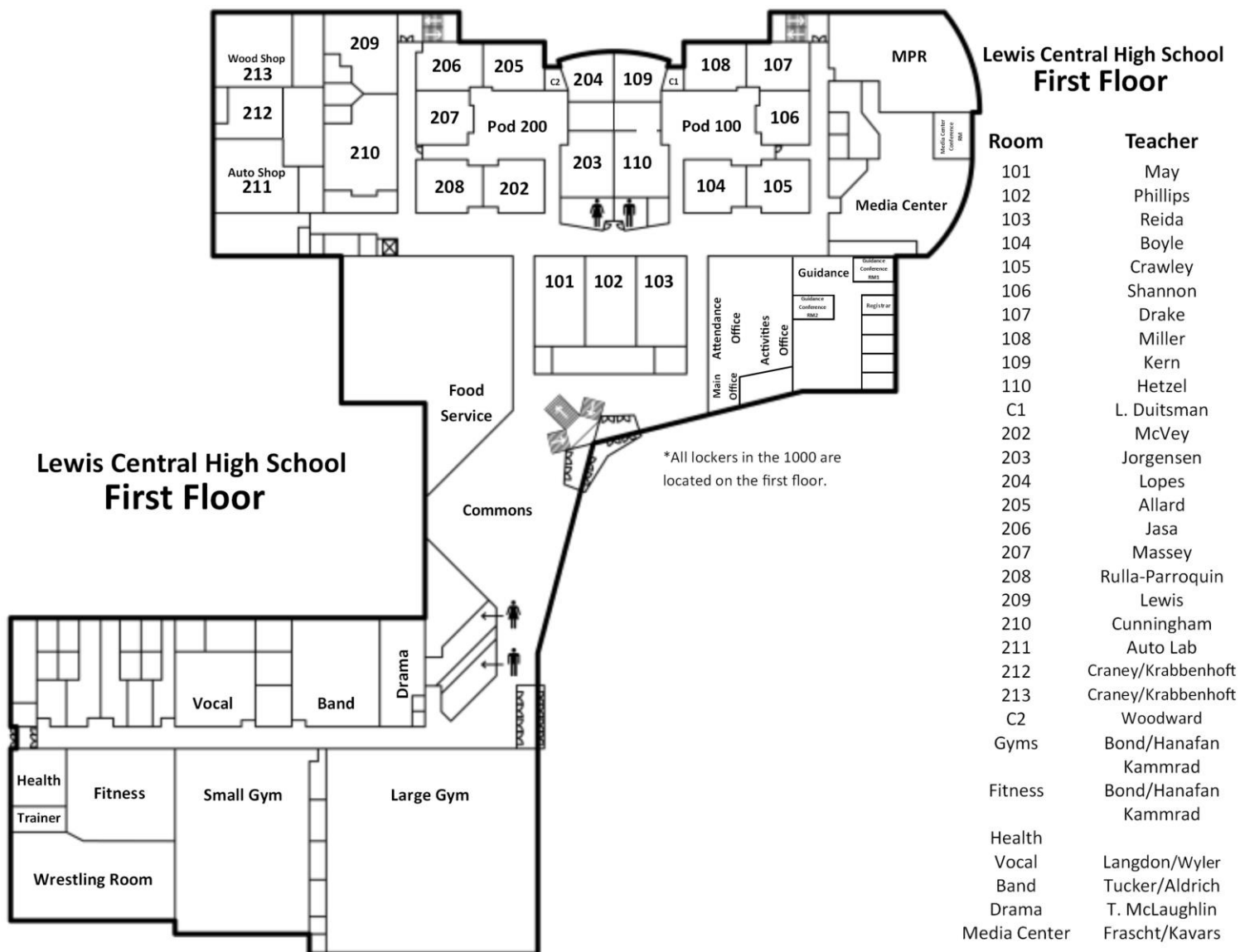
37 Wednesdays

Staff Development time totals  
61.0 hours

The first full student day missed for weather will be made up of Feb 28.  
All other snow days will be added to the end of the year.

Staff Days	M	T	W	Th	F	Student Days
<b>July</b>					1	
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				
<b>Aug.</b>			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	2
	27	28	29	30	31	7
<b>Sept.</b>	3	4	5	6	7	11
	10	11	12	13	14	16
	17	18	19	20	21	21
	24	25	26	27	28	26
<b>Oct.</b>	1	2	3	4	5	31
	(8)	9	(10)	(11)	12	35
	15	16	17	18	19	40
	22	23	24	25	26	45
	29	30	31			48
<b>Nov.</b>				1	2	50
	5	6	7	8	9	55
	12	13	14	15	16	59
	19	20	21	22	23	2
	26	27	28	29	30	7
<b>Dec.</b>	3	4	5	6	7	12
	10	11	12	13	14	17
	17	18	19	20	21	21
	24	25	26	27	28	
	31					
<b>Jan.</b>		1	2	3	4	23
	7	8	9	10	11	28
	14	15	16	17	18	33
	(21)	22	(23)	24	25	37
	28	29	30	31		41
<b>Feb.</b>					1	42
	(4)	5	6	(7)	8	46
	11	12	13	14	15	51
	18	19	20	21	22	56
	25	26	27	28		59
<b>Mar.</b>					1	
	4	5	6	7	8	4
	11	12	13	14	15	9
	18	19	20	21	22	14
	25	26	27	28	29	19
<b>Apr.</b>	1	2	3	4	5	24
	(8)	9	(10)	(11)	12	28
	15	16	17	18	19	31
	22	23	24	25	26	35
	29	30				37
<b>May</b>			1	2	3	40
	6	7	8	9	10	45
	13	14	15	16	17	50
	20	21	22	23	24	55
	27	28	29	30	31	59
<b>June</b>	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

Aug. 6	Registration Fair
Aug. 15, 16, 17	New Teachers
Aug. 20 & 21	No School - District Work Days
Aug. 22	No School - Staff Development
Aug. 23	Classes Begin
Aug. 28	Pre-School classes start
Sept. 3	No School - Labor Day
Oct. 8	Elementary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Oct. 8 & 10	Secondary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Oct. 11	No School - Elementary Only
	Elementary P/S/T Conferences 8:00 a.m. - 8:00 p.m.
Oct. 12	No School - Teacher Comp Day
Nov. 15	End of 1st Trimester
Nov. 16	No School - District Work Day
Nov. 19	Beginning 2nd Trimester
Nov. 21-23	No School - Thanksgiving Break
Dec. 21 - Jan. 2	No School - Winter break
Jan. 3	Classes Resume
Jan. 21, 23	Secondary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Jan. 21	No School - Staff Development
Feb. 4	Elementary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Feb. 7	No School - Elementary Only
	Elementary P/S/T Conferences 8:00 a.m. - 8:00 p.m.
Feb. 8	No School - Teacher Comp Day
Feb. 27	End of 2nd Trimester
Feb. 28	No School - SNOW DAY or District Work Day
Mar. 1	No School - Possible District Work Day
Mar. 4	No School - Staff Development
Mar. 5	Beginning 3rd Trimester
Apr. 8	Elementary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Apr. 8, 10	Secondary P/S/T Conferences 4:00 p.m. - 8:00 p.m.
Apr. 11	No School - Elementary Only
	Elementary P/S/T Conferences 8:00 a.m. - 8:00 p.m.
Apr. 12	No School - Teacher Comp Day
Apr. 18-22	No School -Spring Break
May. 26	Graduation
May. 27	No School - Memorial Day
May. 31	End of 3rd Trimester
Jun. 3	No School - District Work Day



## Lewis Central High School Second Floor

## Lewis Central High School Second Floor



Room	Teacher
301	Ford
302	Bergman
303	Craney
305	Nickman
306	Hutchinson
307	Driver
308	Casey
309	Archer
310	Nielsen
312	Pearson
313	Nightser
314	Dose
315	Koester
316	Chambers
317	Nepple
318	Hernandez
C3	Nepple Office
401	Sieck
402	Bird
403	T. Duitsman
404	B. Vinchattle
405	Rutledge
406	Pettit
407	B. Johnson
408	Sieck/Healey
409	Healey
410	Hall/
	Learning Strats
C4	Muta

### **Equal Educational Opportunity**

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for the processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 1600 E. South Omaha Bridge Road, Council Bluffs, IA 51503, 712-366-8311 [ltbies@lewiscentral.org](mailto:ltbies@lewiscentral.org). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Mo., or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294. (Reference Board Policy 505.4).

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner above and beyond their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect at all times 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct that disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal. (Reference Board Policy 602.13)

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the School Office for information about the current enforcement of the policies, rules, or regulations of the school district. (Reference Board Policy 502.1).



## Definitions

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

## School Fees

The school district charges fees for certain items, such as activity tickets, textbooks, and class dues. Parents and students who have concerns about the fees should contact the principal.

FEES REQUIRED FOR EACH STUDENT: *Textbook/Planner Fee*      \$75/year

### OPTIONAL FEES:

<i>Activity Ticket</i>	\$45 (\$5 to replace lost activity tickets)	<i>Yearbook Band</i>	\$50
<i>Concert Choir</i>	Robe Rental \$10/year		Instrument Rental \$30/term
<i>Driver Education</i>	\$380		Uniform Rental \$15/year
			Percussion \$30/term

**Lewis Central Schools has an electronic meal accounting system, which is designed to insure confidentiality among all family accounts. There is no way to determine which account is paid, reduced priced, or free by looking at the meal cards or the cafeteria cash register. Only the Nutrition Services office computer shows the family's meal status.**

Lewis Central Schools has a computerized meal system that is designed to insure confidentiality among all family accounts. The system requires parents to pre-pay for their children's meals. We expect the family account balance never to fall below \$5.00. We will communicate with the students to keep them advised when the balance falls below \$7 per child. At the high school we will give verbal reminders of low balances. We will not allow a family to have a negative account balance. We reserve the right to block any account that is not prepaid. This meal system works best if students carry their cards each day.

All families who qualify for free or reduced priced meals and fees must fill out new application forms each school year. Failure to fill out an application will cause a family to pay full price for meals until forms are completed. Cost for meals is the family's responsibility if the application is not received by the Food Service office on or before **September 15** of each school year. Families who qualified for free or reduced priced meals in the previous school year will be mailed forms during late July or early August so you may have them filled out before registration. At registration, parents must stop at the Food Service table and have their application reviewed and approved. Children who qualify for free or reduced priced meals may have one breakfast and one lunch at the approved rate each day. Only standard school meals are eligible according to regulations of the free and reduced priced program. **Second meals, side dishes, extra milk, and a la carte items are NOT free or reduced priced.** These items are full price.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communications for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Non-Sufficient Funds Check Policy**

The area banks charge the school district fees/assessments for all checks that are returned due to NON-SUFFICIENT FUNDS. The **Lewis Central Community Schools will assess a fee for all returned checks.**

NON-SUFFICIENT CHECKS will be addressed in the following manner:

1. First occasion - we will work closely with families and bank(s). Parents shall cover the amount of the check and all fees (\$20) assessed by the bank(s).
2. Second occasion - we will work closely with families and bank(s). Parents shall cover the amount of the check and all fees (\$20) assessed by the bank(s). **CASH WILL BE REQUIRED AS PAYMENT FOR ALL SERVICES AND EXPENSES FOR THE BALANCE OF THE SCHOOL YEAR**  
We request your cooperation and understanding concerning this matter.

**Bell Schedules****LEWIS CENTRAL HIGH SCHOOL  
DAILY BELL SCHEDULE**

Warning Bell	7:30
1	7:35 - 8:35
2	8:40 - 9:45 (Announcements)
3	9:50 - 10:50
4	10:55 - 12:35
1st Lunch Hour	Lunch - 10:50 - 11:25 Class - 11:30 - 12:35
2nd Lunch Hour	Class - 10:55 - 12:00 Lunch - 12:00 - 12:35
5	12:40- 1:40
6	1:45 - 2:45
Bus Departure	2:50

**LEWIS CENTRAL HIGH SCHOOL  
TITAN TIME BELL SCHEDULE**

Warning Bell	7:30
1	7:35 - 8:30
2	8:35 - 9:35 (Announcements)
3	9:40 - 10:35
4	10:40 - 12:10
1st Lunch Hour	Lunch - 10:35 - 11:10 Class - 11:15 - 12:10
2nd Lunch Hour	Class - 10:40 - 11:35 Lunch - 11:35 - 12:10
Titan Times	12:15 - 12:45
5	12:50- 1:45
6	1:50 - 2:45
Bus Departure	2:50

**LEWIS CENTRAL HIGH SCHOOL  
ONE HOUR EARLY OUT BELL SCHEDULE**

Warning Bell	7:30
Period	1 7:35 - 8:25
	2 8:30 – 9:25 (Announcements)
	3 9:30 – 10:20
	4 10:25 – 11:50
1st Lunch Hour	Lunch - 10:20 – 10:55 Class - 11:00 – 11:50
2nd Lunch Hour	Class - 10:25 – 11:15 Lunch - 11:15 – 11:50
5	11:55 – 12:45
6	12:50 – 1:40
Bus Departure	1:45

### **Emergency Information**

At the beginning of each school year, parents should file an emergency form with the office providing the emergency telephone numbers of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

## **STUDENT ATTENDANCE**

### **Expectations**

Students are expected to be in class and to make attendance a top priority. Class time is why LCHS exists. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost, due to an absence, can never be replaced. Regular attendance and being well prepared for class helps students in school, as well as prepares students for adulthood.

### **Reporting Absences or Tardies**

If a student is absent from or tardy to school, a parent/guardian should call the **attendance recording line at 366-8244** that day prior to 9:00 a.m. If notification is not received, the office attempts to contact the parent/guardian.

- Parents/guardians must call the attendance office within one (1) school day immediately following an absence or tardy.
- If there are excessive absences from school, written verification from a physician may be required in order for the student to be re-admitted to classes for credit.
- The Attendance Office secretary can be reached directly at **366-8249**.

### **Sign In/Out**

All students who arrive late to school or leave early **MUST** sign in/out through the Attendance Office. Only parent/guardian notes, verified phone calls, or physical presence at school to pick up the student will enable students to leave early. **Calls or notes after students have left school will not be accepted.**

### **Closed Campus**

**LCHS has a closed campus. Once arriving on school grounds students may not leave without properly signing out through the Attendance Office.** Classes held at ISD and students proceeding directly to and from them are still considered "on campus". (Reference Board Policy 505.3)

### **Student Issued Keycards**

Students taking selected classes off campus, such as PSEO or Tucker Center classes, or that have a shortened schedule will be issued a keycard to use to enter the building. As with any other school issued item, students are responsible for the care and use of the keycard. With this card students will have access to the main door during school hours only. Below are the guidelines that students must follow. Inability of the student to follow these guidelines will result in the student losing the use of the card.

- The student card will access the main doors. Access time will be from 7:30am to 3pm Monday through Friday while school is in session. During those hours students will be expected to use the card for entry. Access to the building will be turned off during holidays and other non-attendance days such as snow days.

- Students are not to allow anyone else to use their card. Access is recorded and video is taken each time the card is used.
- Students are to not prop open any doors after entering.
- If a card is lost or broken, the student is to report it to administration or security immediately. There is a \$10 replacement fee.
- The student will keep his/her card as long as they continue to take approved classes off campus. The card is to be handed in once the student no longer is taking classes off campus.
- The decision to issue a card or revoke the use of a card is solely the responsibility of the administration.
- Misuse of issued card may lead to disciplinary action.

### **Minimum Attendance for Activity Participation**

Students participating in school activities must be in four (4) credit classes on the day of the event or the day preceding a weekend event in order to participate. Pre-arranged absences such as medical appointments can be an exception, **approved by administration**. Off-campus classes count as one class. P.A.R.T., Titan Times, and Aides do not count. Students participating in school activities will not be excused for being tardy or absent the day after an activity, no matter what time they return from the activity.

### **Attendance Policy**

Since failure to attend classes is a violation of school policy and state law (for students under 16 years of age), the administration will determine the discipline for students violating attendance policies. School administration makes the final determination on the coding of a student absence. This includes, but is not limited to, excused and unexcused absences. Unexcused absences will often result in a discipline consequence. These would include leaving school or class without proper permission, “skipping” class, unexcused tardy, and similar such absences. Unexcused absences can result in consequences that include, but are not limited to, detentions, after school detentions (2:50pm to 3:50pm), alternative learning center assignments, suspensions, contacting the county attorney, parent conference, counseling interventions etc. Interventions will be focused on making-up for lost class time. (Reference Board Policies 501.14 and 501.15) Notifications to parents on attendance could include automated phone calls, 3 days absence letter, 5 day absence letter, phone calls and/or emails from our School Based Interventionists(SBI) or Administration or potential home visits by SBI and Administration.

Any student who accumulates six (6) absences in a class during a term may be placed in a non-credit status. The student will remain IN class. A letter will be sent home to notify the student and parents of the student’s status. The student will be called in to meet with a school official to appeal for credit. The school has three options: grant credit; deny credit; attendance contract (Attendance contracts would be given in special circumstances. Students would have to fulfill the requirements of the contract to earn credit.) Failure to meet the criteria of the appeal meeting will result in loss of credit. The criteria to determine if credit is granted are, but not limited to, the following:

1. reasons for the absence
2. total number of absences
3. discipline records
4. teacher recommendations
5. academic performance
6. past attendance patterns

If consistent attendance continues to be an issue for the student the school could take the following steps.

- Additional contact by SBI and/or administration and possible home visits.
- Possible referral to the County Attorney for violation of truancy law.
- A letter home after 10 days requesting a parent meeting.
- A letter home after 12 days informing the student of possibly being dropped from school.

### **Communications**

1. When a student is absent from class the home will be notified of the absence by personal phone call or automated message. When a student reaches the 3rd absence in a class, an attendance report shall be sent to the student's parent/guardian. The parent is encouraged to contact the school if a problem is developing. Each letter sent home has a warning that credit may be lost at the 6<sup>th</sup> absence in any class(es).
2. When a student reaches the 5th absence in a class, an attendance report shall be sent to the student's parent/guardian. This serves as a final warning that credit may be lost if a 6th absence is reached. The parent is encouraged to contact the counselor or associate principal if the problem is continuing. Otherwise, on the 6th absence the student will be placed in a non-credit status for all classes missed more than five times.

### **Make-Up/Pre-arranged Work**

Students are responsible for arranging to make up schoolwork with their teachers. Students who know they are going to be absent must fill out a pre-arranged absence form from the attendance office and make necessary arrangements with their teachers.

Students are allowed one (1) day for every day absent to make up work.

A student must be gone three (3) days before schoolwork requests can be made through the counseling office.

Students under suspension will be given the right to make up all class work missed in their absence.

### **Tardy to School**

Students are expected to be in their classroom prior to the start of class with the sounding of the tardy bell. Students late to their first scheduled class will be required to sign-in in the main office. Students that have not been excused by a parent will be assigned an office detention when they sign-in. Parents will have 24-hours to contact the attendance personnel if the tardy and/or absence is excused. Failure to serve the assigned consequence may result in additional consequences. Subsequent tardies will result in disciplinary action that may include, but not limited to detention, suspension, reassignment to an alternative learning area, or loss of credit at six (6) tardies.

### **Tardy to Class**

A student is considered tardy if she/he is not in the classroom when the tardy bell rings, unless the student has a pass from another teacher or the office. Tardiness to class will be handled by the classroom teacher. Students are allowed two (2) tardies to each class, each term. Subsequent tardies will result in disciplinary action with a teacher but may result in office referrals, detention after school, suspension, reassignment to an alternative learning area, or loss of six (6) tardies. A student who is late to class will be marked tardy (unexcused) up to 15 minutes into the class period without an appropriate pass from a staff member to excuse the lateness.

### **College Visits**

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, students may be allowed to visit college campuses with pre-arranged permission of the guidance counselor AND a note signed by the student's parents. College visits cleared by parents in this manner are excused absences.

### **Early Release**

*Parent Approved Released Time (PART)* One of the purposes of the Senior PART program is to allow students a greater amount of independence, responsibility, and flexibility during the school day. PART allows eligible seniors

to have released time during 1st or 6th hour as their schedule allows. Seniors may apply for released time as follows:

**ELIGIBILITY:**

1. Seniors must have sufficient credits or be on track to graduate in or before May of that school year.
2. Seniors must file a release form with the office, which is properly signed by a parent or guardian. Students will follow their schedule of classes until the release form is signed, presented, and approved by the principal.

**REGULATIONS:**

1. Any disturbance of classes caused by late PART students while they are leaving or returning to the school building may constitute grounds for dropping those students from the PART program.
2. If a PART student chooses not to leave campus on a particular day, he/she must report to the media center.
3. PART students are expected to leave the building promptly. They will have no more than five minutes after their last class to leave the building. There must be no loitering in the parking areas or corridors. **Arrival in the building should be no earlier than five minutes before passing time. Students should report to the media center if arriving more than five minutes early.**
4. Students eligible for released time may be granted PART only during 1st or 6th hour if their schedule allows. (Scheduled classes take precedence over PART requests).
5. Parent Approved Released Time privileges may be withdrawn at any time by the parent and/or the administration.

**Inclement Weather/School Cancellation**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over radio, television and the websites. The missed day may have to be made up at a later date. **PLEASE DO NOT CALL THE SCHOOL.**

**RADIO STATIONS:**

KOIL (1180 AM)	WOW (94.1 FM)	KXKT (103.7 FM)
KQKQ (98.5 FM)	KFAB (1110 AM)	KGOR (99.9 AM)
FOX (101.9 FM)	KKAR (1290 AM)	

**TV STATIONS:**

WOWT - Channel 6	KETV - Channel 7	KMTV - Channel 3
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**WEBSITES:**

<a href="http://www.lewiscentral.org">www.lewiscentral.org</a>	<a href="mailto:sixonline@wowt.com">sixonline@wowt.com</a>	<a href="http://KETV.com">KETV.com</a>	<a href="http://KMTV.com">KMTV.com</a>
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If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities/practices when school is canceled or dismissed early are generally canceled and re-scheduled. The high school administration may determine whether to hold extracurricular activities or practices. Notification of activities held on inclement weather days is the responsibility of the coach/sponsor.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **School Day**

The school day shall be defined as the moment immediately prior to the student's first course of the day and the moment immediately following the student's last course of the day. Students should not be on school grounds during their non-school day hours unless staff supervision has been arranged or the student is involved in a school related activity including, but not limited to; extracurricular activity, after-school help, detention, school related event, etc. It is the parents' responsibility to arrange rides or take advantage of the district provided transportation. Lewis Central Community School and its attendance centers are not liable for students during non-school day hours. As stated in our jurisdictional statement, students are expected to comply with and abide by the school district's policies, rules, and regulations at all times while on campus.

### **Immunizations**

- Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. All students entering, advancing, or transferring into 12th grade and born after September 15, 1999, will need proof of 2 doses of meningococcal conjugate (A,C,W,Y) vaccine with one dose received after age 16; or 1 dose if received when the student was 16 years of age or older. Students without a proper certificate or documentation of current immunizations will not be permitted to attend school until a provisional certificate is signed by a medical provider. Only for specific medical or religious purposes are students exempted from the immunization requirements. In special circumstances, students may also be required to pass a TB test. Parents who have questions should contact the office. (Reference Board Policy 504.1)

### **Physical and Dental Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Each year, prior to the start of any sport, participating athletes are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics. Failure to provide proof of a physical examination makes the student ineligible until the completed physical exam form is turned into the Activity Director's office. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Students entering 9<sup>th</sup> grade are required by Iowa law to have a dental exam. The dentist must complete the Iowa Department of Public Health dental form and students must submit this to the school on or before the 1<sup>st</sup> day of school.

### **Emergency Drills**

Periodically the school holds emergency, fire and tornado drills. At the beginning of each trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

### **Possession and Use of Medication**

Students may need to take prescription or over the counter medication during school hours. The health staff must know what medication the student is taking in the event the student has a reaction. A medical provider's order and



parental authorization is required for all prescription medication given at school. Prescription medications are to be kept in the health office. In special circumstances, prescription medication such as inhalers, eye drops, insulin and some approved emergency medications may be carried by the student with parent permission. Students may never have possession of controlled substances in the school setting.

Emergency medications need to be coordinated with the health office staff. Injections may be administered by the student, the parent, school nurse or trained designated staff members. In high school, students may carry non-prescription medication. Students may never give another student prescription or non-prescription medication.

Medication is stored in a locked cabinet and distributed only by the nurse or designee. All medication must be in the original container with the following information: name of student, name of medication, directions including dosage, times, duration, name, phone number, and address of the pharmacy, date of prescription and name of the medical prescriber. It is the responsibility of the parent to ensure medication is current and replaced prior to the expiration date. (Reference board policy 504.10)

- **Non-Prescribed Medication:** No written authorization shall be required for non-prescribed medication. Non-Prescribed medication need not be stored in the nurse's office.
- **Administration of Injections:** School nurses are the only staff who may give injections at school except school personnel who have been trained to administer an Epi-Pen or Glucagon injection in an emergency life-saving situation.
- **Glucagon Injections:** If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. Glucagon will be provided by the student's parents/guardians and school personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained.
- **Insulin Injections:** If a student requires insulin injections during the school day, the student or the parents/guardians will be responsible for administration.
- **Epi-Pen Injections:** Epi-Pen injections may be given by a School nurse or staff trained to administer such injections. An emergency medical unit and parents/guardians will be called.
- **Injections for Medical Emergencies:** If a student is required to receive an injection for a medical emergency, the student's parents/guardians and physician shall notify the school, in writing, and provide the following information on or by the first day of school:
  - The name of the medication and its dosage;
  - The method of administration (subcutaneous, intramuscularly, intravenous, etc.)
  - Emergency protocol from student's physician
  - Written authorization from parents/guardians for the student to carry the medication with them (high school only).
- **Inhalers:** Inhalers may be kept with the student. A note from the parent or guardian must be turned into the nurse with the name of the drug and the frequency of use on or before the first day of school.

### **Health Office Personnel**

A school nurse or health associate is assigned to the high school. Care of a sick child is the responsibility of the nurse or health associate, and they will decide whether a student should return to the classroom or be sent home. **No students are to leave the building without permission of the nurse, health associate, or the administration.** Parents are asked to have an emergency telephone number on file in the office for occasions when a child is ill but the parents are not at home.

### **Student Illness, Injury or Medical Emergency**

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. The student will be sent to the health office during regular school hours. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the

student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school contacts emergency medical personnel, if necessary, and attempts to notify the parents that the student has been transported for treatment. (Reference Board Policy 504.3)

Students diagnosed with asthma or severe allergies and taking prescription medication for their condition will be required to have a school asthma/anaphylaxis action plan completed by their medical provider on or before the 1<sup>st</sup> day of school. If a student does not have an asthma/anaphylaxis plan and experiences life-threatening asthma or anaphylaxis, Lewis Central's asthma/anaphylaxis protocol will be implemented. The protocol includes administration of epinephrine and nebulized albuterol. Emergency medical services will be summoned.

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach. (Reference Board Policy 504.6)

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox. The school nurse/health associate has the right/responsibility to inspect and if need be send a student home. (Reference Board Policy 504.2)

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 366-8322 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Laurie Thies (366-8311). Level II investigations are handled by the Council Bluffs Police Department (328-5737).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for

academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. (Reference Board Policies 406.1, 406.2 and 502.5)

## **STUDENT ACTIVITIES**

### **Field Trips**

In certain classes field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Strong consideration will be given to whether or not students are in good standing in all of their courses. Prior to attending a field trip, students must return a note signed by his/her parents.

While on field trips, students are guests and are considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. (Reference Board Policy 603.2)

### **School-Sponsored Student Organizations**

School-sponsored student organizations are those recognized by the school district and board. These include:

<b>BOYS' ATHLETICS</b>				
Baseball	Basketball	Bowling	Country Cross	Football
Golf	Soccer	Swimming	Tennis	Track
Wrestling	Softball			
<b>GIRLS' ATHLETICS</b>				
Basketball	Bowling	Cross Country	Golf	Swimming
Soccer	Tennis	Track	Volleyball	
<b>VOCAL MUSIC</b>				
Chamber Choir	Corporation	Concert Choir	Express	Jazz Choir
Ninth Grade Choir				
<b>INSTRUMENTAL MUSIC</b>				
Concert Band	Jazz Band	Jazz Orchestra	Marching Band	Pep Band
<b>FORENSIC</b>				
Drama	Speech			
<b>OTHER</b>				
Cheerleading	Dance Team			
<b>CLUBS/ORGANIZATIONS</b>				
Art Club	BPA	Drama Club	Foreign Language Club	National Honor Society
Science Club	Skills U.S.A.	Student Council	Weight Lifting	

The above list is not intended to be all-inclusive, as other activities may fall within the definition of school activities. Some clubs/organizations do not operate every year. If they are on this list they have been approved as official school activities, and only need a school employee sponsor and students interested. Other groups can be created based on student interest by working with the school administration and following the guidelines of the US Supreme Court *Westside* decision. Students should check with the sponsor to determine if it is considered to be a school activity. Some activities and sports are open to students from other schools due to "sharing" agreements. Contact the Activities Director if you have questions about these arrangements.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules, as well as for violation of school district policies, rules, or regulations. The Activities Handbook (aka Code of Conduct) has specific rules and regulations governing

participation in school-sponsored sports or activities and these must be agreed to, signed and turned in to the office prior to participation. (Reference Board Policy 503.2)

### **Activity Bus**

The school district occasionally may sponsor an activity bus to transport students to school activities, competitions, tournaments etc. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus, unless prior arrangements have been made and documented with the principal or the student's parents personally appear and request to transport the student home.

### **Student Funds and Fund Raising**

Students may raise funds for school activities. Board approval must be obtained at least one trimester prior to the fund raising event or the start of a fund raising campaign. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students may not solicit non-school related fund raising from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Repeated violations of this rule may result in future requests for fund raising activities being denied. (Reference Board Policy 503.9)

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. School district policies, rules, and regulations are in effect during these meetings. (Reference Board Policy 1004.1)

### **Dances**

LCHS dances are not “public” events open to all. Non-students may accompany students and must be signed up to attend in advance (ratio 1:1). The administration reserves the right to refuse admittance if circumstances warrant such action. **Students who leave a dance are not allowed to re-enter the dance.** School district policies, rules, and regulations apply to students, as well as non-students, at school dances. Sponsoring organizations may make other rules that will apply, for example forbidding middle school students from attendance. Additional regulations must be posted/announced at ticket sales, in dance publicity, and at the dance. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds, may be subject to police referral, and students may be subject to school disciplinary action as appropriate. School-sponsored dances must be approved by the principal at least 20 school days prior to the dance. All fees/fines owed by a student must be paid before he/she can purchase a ticket for any school dance.

### **Student Council**

The Student Council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Members of the Council are student representatives who have direct access to the administration.

### **National Honor Society**

The National Honor Society is a national organization that recognizes students for their scholarship, character, service, and leadership achievements. All four attributes are of equal importance. Students are eligible for selection

to the organization in the fall of their junior and senior years if they have a 3.4 (or higher) cumulative grade point average. Before being considered for selection for membership, the principal, associate principals, and activities director will review the list of students. Administrators may recommend that students should not be asked to join National Honor Society due to behavior problems, code of conduct violations, or office referrals. Approved individuals who wish to be considered for selection will be required to attend an informational meeting, accompanied by a parent or guardian, and will be asked to fill out informational sheets, activity/sponsor forms, community service verification forms and write an essay.

A faculty council, consisting of five anonymous teachers to be selected by the principal, will then review all student information forms and essays, along with evaluations filled out by the teachers, coaches and sponsors who have had direct contact with these students, and determine if students meet the criteria in the areas of scholarship, character, service and leadership. Students will be approved for membership unless three members of the faculty council identify a deficiency in any one (or more) of the aforementioned traits. If a student is denied membership, juniors will still be eligible for consideration their senior year if they maintain a G.P.A. consist with NHS standards. Seniors denied membership may appeal first to the activities director and then to the principal for review. Once students are inducted into the National Honor Society, they must maintain a 3.4 GPA or higher, attend all monthly meetings, actively participate in individual and group community service projects and have no code of conduct violations to remain in the organization.

### **Student Activity Tickets**

Students may purchase a student activity ticket for admission to most school district activities. Student activity tickets must be shown at an event or the admission price will need to be paid. Lost tickets may be replaced for \$5. Activity tickets will not be honored for school-sponsored tournaments, any state-sponsored competitions, and some dramatic and musical performances. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by a student, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the building principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material that is:

- obscene,
- libelous,
- slanderous, or
- encourages a student to:
  - ✓ commit unlawful acts,
  - ✓ violate school district policies, rules, or regulations,
  - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity,
  - ✓ disrupt or interfere with the educational program,
  - ✓ interrupt the maintenance of a disciplined atmosphere, or
  - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication can follow the complaint procedure outlined in handbook. (Reference Board Policy 502.10 and 503.3)

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interests are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student directory information is released without parental permission, unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. (Reference Board Policy 505.1)

### **Procedures for Students who are Transferring to Another School or School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents, notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. (Reference Board Policy 501.13). When a new student transfers into the school district, the student's records are requested from the previous school district. (Reference Board Policy 501.10)

### **Homeless Students**

Homeless students who meet the definition of homeless may still attend Lewis Central High School. A homeless child or youth is defined as a child or youth from age 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned buildings, substandard housing, bus or train station, or similar setting; or

A migratory child or youth qualifies as homeless if the child or youth is living in circumstances described in paragraphs "1" through "3" above. Please contact your counselor or a building administrator for more details.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Directors believes that school is an appropriate setting for all children and youth and that it should provide a safe environment for all students. The Student Code of Conduct is designed to support the concept of a safe learning environment by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in this code are designed to serve as learning experiences for students. At the same time, they indicate to the student and parents the importance of good behavior. In addition,

the Code of Conduct provides an opportunity for students to develop better self-discipline. Listed below is how parents, community members and school personnel can assist students in this learning experience:

### **School Community Expectations**

The Parent Is Responsible For:

- Setting an example of respecting other people.
- Reading and reviewing school expectations, guidelines, and rules with his/her student.
- Cooperating with school officials when discipline is necessary.
- Seeking help from school community agencies in correcting a student's misbehavior.
- Informing school officials of concerns relative to student behavior.
- Making sure the student attends school daily and on time.

The Community Is Responsible For:

- Maintaining a standard of conduct for adults, youth, and children that will foster appropriate behavior.
- Cooperating with the Board of Education and school personnel in the enforcement of school expectations, guidelines, and rules.
- Providing educational and recreational opportunities to allow for the development of appropriate student behavior.

The High School Staff Is Responsible For:

- Treating each student with dignity.
- Establishing, communicating, and teaching school expectations, guidelines, and rules in coordination with school district policy.
- Enforcing school rules consistently establishing an atmosphere appropriate for the classroom.
- Communicating to students and parents if student behavior is not appropriate.
- Prompt reporting of serious or continued student's misbehavior so that problems may be resolved and students can learn in a safe environment.
- Reporting any suspected child abuse or neglect incidents.

### **Student Behavior**

To achieve the educational objectives at Lewis Central, reasonable rules and regulations are a necessity. The maintenance of order for a better learning atmosphere is facilitated by the enforcement of these school policies. Students are expected to follow these guidelines of behavior:

- Attend all assigned classes unless excused by a school official.
- Be equipped for class each day by having paper, pens or pencils, books, and other required material.
- Respect others by not using profane or offensive language and by listening when others are speaking.
- Promptly obey all staff members.
- Refrain from eating food or drinking beverages in the halls.
- Hats, bandanas, and other head coverings are not to be worn in the building during the school day.
- Respect public and private property by not writing on desks, walls, bulletin boards, or lockers. Lockers are school property.
- Defacing any school property will result in disciplinary action and restitution of damages.
- Avoid public displays of affection (P.D.A.).
- Students who refuse to give a name at a staff member's request will be subject to disciplinary action.

Implementation of these expectations is dependent upon all members of the school community maintaining the expectations and notifying appropriate staff of situations that seem to violate them.

### **Interviews with Students**

District personnel shall have the authority to conduct investigations and to question students pertaining to infractions of school rules and district matters whether or not the alleged conduct is a violation of the criminal law. The students' parents need not be contacted. (Reference Board Policy 505.2)

### **Potential Consequences**

When a student breaks a rule or policy, he/she is subject to disciplinary action. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Allowable Disciplinary measures include, but are not limited to, removal from the classroom, detention, After School Detention (2:50-3:50 pm), suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics.

### **Academic Referral**

Students who are falling behind in a class or are not completing classwork may be referred by an academic referral. The academic referral process is a support to give students extra time with a staff member to get help with and to complete missing or late work. Once referred students will work during his or her lunch period and/or after school.

### **Detention**

Detentions will be held daily and served with the teacher who assigned it, or in the office detention room if assigned by administrator, unless other arrangements are made.

### **After School Detention**

After School Detention will be held daily and served with the office. After School Detentions will be held from 2:50pm-3:50pm in an office assigned location. Students are advised to bring homework to do during this time. Students do not have access to technology during this time.

### **In-School Suspension (ISS)**

In school suspension is a supervised area where students are assigned as an alternative to out of school suspension. Students assigned to in-school suspension will be required to complete their day's assignments provided by teachers, meet with counselors, and learn strategies that will allow them to be successful in the classroom.

### **Suspension**

A student may be suspended, either out-of-school or reassigned to in-school suspension, by administrative action. Before a student is suspended, these procedures will be followed:

- An informal investigation will be made by the administration.
- The student will be notified of the charge(s) against him/her orally and/or by written notice.
- The student will be informed of the facts of the charge(s).
- The student will be given the opportunity to respond to the charge(s).
- The notice to the student, an investigation, and an informal hearing must precede the removal of the student from the school.



However, a student may be suspended immediately when his/her continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or would substantially interfere with the proper functioning of the school.

Students assigned a suspension will be required to complete a reflective problem solving writing assignment. Within this reflection students will be asked to consider the Situation of their discipline issue, Options they had when the incident occurred, Disadvantages of their possible choice(s), Advantages of their possible choice(s), and finally best Solution (choice) for their situation. Failure to complete this required reflection will likely result in additional suspension time in our ALC room.

A student suspended out-of-school is not permitted to participate in school activities or be on school grounds during the term of the suspension.

### **Expulsion**

The board of directors of a school district shall expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school or knowingly possessed a weapon at a school under the jurisdiction of the board or the authorities. However, the superintendent or chief administering officer of a school or school district may modify expulsion requirements on a case-by-case basis.

The board of directors of a school district may determine the length of an expulsion for non-firearm violations. Non-firearm violations requiring expulsions will not exceed three trimesters or one calendar year. However, the superintendent or chief administering officer of a school or school district may modify expulsion requirements on a case-by-case basis.

Reference local school board policy, 502.4 – Suspension and Expulsion By Board, for expulsion by the board procedures.

### **Corridor Conduct**

- Running and boisterous behavior are considered inappropriate. Students are requested not to sit on the steps and to avoid gathering in large groups, since this hinders traffic. While at school, affectionate displays between students will not be tolerated. Students may hold hands, but that will be the extent of physical contact allowed. Students who are in the building before and after school are expected to use their time wisely. Pop cans or bottles are not to be taken to a student's locker unless unopened. Glass bottles are prohibited. **Students not meeting these expectations will be asked to leave the premises immediately and may have their privilege to remain after school dismissal removed.**

### **Student Lockers, Locker Inspections, Locker Searches (Student Search Rule)**

- 1) Searches, Students and Protected Student Areas
  - a) All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and be based upon consideration of relevant factors that include, but are not limited to, the following:
    - i) the nature of the violation for which the search is being instituted,
    - ii) the age(s) and gender of the students who may be searched pursuant to this rule, and
    - iii) the objectives to be accomplished by the search
  - b) A school official may search individual students and individual protected student areas if both of the following apply:

- i) the official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation, and
    - ii) the search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
  - c) A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search, either prior to or as soon as is reasonably practicable, after the search is conducted.
- 2) "A protected student area" includes, but is not limited to: a) a student's body, b) clothing worn or carried by a student, c) a student's pocket book, brief case, duffel bag, book bag, backpack, nap sack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.

- a) Types of search: A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body; or d) a search of a student by a school official not of the same sex as the student. **Searches may consist of use of "breath analyzers" or similar breath test devices.**
- 3) School Searches, Lockers, Desks, and Other Facilities or Spaces Owned by the School.
- a) School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to the student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing a student to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.
  - b) At the beginning of each school year, the District shall provide written notice to all students and the student's parents, guardians, or legal custodians that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
  - c) Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.
  - d) An inspection of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks or other facilities or spaces by school officials or the use by school officials or others hired at their discretion, of a drug sniffing animal.
  - e) An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

#### 4) Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to, visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile, or the use, by school officials or others hired at their direction, of a drug sniffing animal to inspect student parking lots and student automobiles. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the student's automobile.

### Dress Code

There is a strong connection between a student's appearance and his/her conduct and academic performance. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate and that does not disrupt the school or educational environment. These would include but are not limited to the following: midriffs should not be showing when standing in a normal position; no excessive exposure of top or bottom cleavage (includes short shorts and low cut tops); undergarments should not be exposed; appropriate footwear should be worn at all times (no slippers); and no tank tops, spaghetti straps or other garments that would allow for excessive exposure of the chest or torso area.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats, except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or clothing making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement.

In addition, headgear or sunglasses (on heads) are not to be worn by students in the building. The principal makes the final determination of the appropriateness of the student's appearance. For the protection of all students' health and safety, and the maintenance of appropriate discipline in a positive educational environment, the board prohibits students from wearing gang-related apparel of any type. Students who are inappropriately dressed are required to change their clothing. Repeat offenders will face disciplinary action. (Reference Board Policy 502.7)

### Care of School Property

Students are expected to care for school property, including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students, found to have destroyed or otherwise harmed school property, may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement.

### Student Driving and Parking

Each student who wishes to use the high school parking lot must register their vehicle(s) in the Principal's office. The speed limit in the parking lot 15 m.p.h. **The parking lot is off-limits during the school day. Any student needing to retrieve something from their vehicle during the school day must have permission from the administration.** The school is not responsible for the vehicle or its contents. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. (Reference Board Policy 504.4)

The following guidelines will be enforced for LEWIS CENTRAL HIGH SCHOOL parking lots:

- Parked in faculty, visitor, cooks, or numbered stall 6:00 a.m. to 4:00 p.m. - subject to referral and disciplinary action. (The Activity Director's space is reserved 24 hours/day.)
- Not parked in a valid stall: subject to referral and disciplinary action, may be towed at the owners' expense.
- Inappropriate driving in the parking lot: subject to referral and disciplinary action.
- Repeat offenders will be subject to suspension.

### Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students must obtain a signature on their hall pass from their teachers, administrators, or an adult office staff.

### **Illegal Items Found in School or in Student's Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted. The students may be reported to law enforcement officials and will be subject to all federal and state laws concerning the violation. (Reference Board Policies 502.8 and 1006).

### **Academic Integrity and Cheating**

Academic integrity is a fundamental value of teaching, learning, and behavior. Maintaining high standards of academic integrity ensures the sustainability of the educational process. Therefore, students are expected to commit to and be responsible for demonstrating fundamental values, even in the face of adversity. The following activities show a lack of academic integrity: cheating, collusion, falsifying records, lying, plagiarism (including electronic), alteration of materials, forgery, and providing or using external assistance relating to an examination, test, quiz, or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student. All technological device (e.g. cell phone, MP3 player and lap top) use is prohibited during exams in the classroom to reduce cheating.

Cheating may result in disciplinary consequences which could include any combination of the following: parent notification; loss of credit for an assignment, project or test; doing alternative work or assessment; reduction in grade for the assignment; loss of credit for the term; detention; and/or suspension. Check with the individual instructor's grading policy for more specific details.

### **Nuisance Items**

Students are prohibited from the use of cell phones, radios, iPods or other music players, portable speakers, remotes, televisions, water guns, chains, toys, spinners, and other similar items in the high school building or at school activities, unless approved ahead of time by an administrator for a specific activity or project. Nuisance items can cause a disruption at school. Cell phones may be useful at times. For instance, a cell phone could be used to make after school ride arrangements. A cell phone could also be a distraction in the classroom and should not be turned on or used during classes, unless its use is approved by staff members. The only time that students will be allowed to check their cell phone or listen to their iPod during school hours will be within a student's scheduled thirty minute lunch time and passing periods. If a student is using their cell phone during class without permission the initial issue will be handled by the classroom teacher and may result in the following:

- First infraction will result in the teacher asking the student to put the cell phone away
- Second infraction the teacher will keep the student's cell phone until the end of the class period and notify the parent
- Third infraction will result in the teacher turning over the cell phone to the office, teacher will notify the parent and minor referral will be submitted
- Subsequent infractions will also result in the cell phone being turned over to the office with an office referral. The main office will notify the parent to come and pick up the cell phone. Additional consequences may be assigned based upon frequency and severity of issue(s).

Some cell phone/iPod uses, such as sending threatening messages, inappropriate images, cheating on tests, or cyber - bullying/harassment escalate the issue out of the nuisance category and into areas with more severe disciplinary action.

Nuisance items may be confiscated by any staff member and may be claimed by a parent or guardian. Failure to cooperate may result in disciplinary action.

Finally, we recommend that you do not bring nuisance items to school because of all the possible problems that could be created by having these items in school including theft, for which the school cannot be responsible.

### **Posting of Information**

Individuals who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. (Reference Board Policies 503.3 and 1007)

### **Anti-Bullying/Anti-Harassment**

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.

Harassment and bullying in the law is: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions.

1. Places the student in reasonable fear of harm to the student's person or property
2. Has a substantially detrimental effect on the student's physical or mental health
3. Has the effect of substantially interfering with a student's academic performance
4. Has the effect of substantially interfering with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical, or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying behaviors can all interfere with our learning environment and we will have a zero tolerance for them. Unacceptable behaviors are not limited to harassment and bullying. Situations of unacceptable behavior may occur that do not meet the criteria defined by the four aforementioned conditions, but are still not acceptable for school or meet the expectations for student behavior at Lewis Central. These may include, but are not limited to, actions that might be commonly defined at unacceptable teasing. Reference the "Guidelines for Serious Rule Infractions".

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with no perceived power imbalance, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict. Peer mediation may be appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is not appropriate in bullying

## **Student Reporting Procedures**

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

- Communicate to the harasser 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 bully responded

## **Building Response to reports of Harassment and Bullying:**

All reports of potential harassment and bullying are investigated by building/district administration. The Lewis Central administration:

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information
- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

## **Sexual Abuse and Harassment of Students**

The school district does not tolerate any physical or sexual abuse or harassment of students. Students who are physically or sexually abused or harassed should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 712-366-8322 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Laurie Thies (712-366-8311). Level II investigations are handled by the Council Bluffs Police Department (712-328-5737).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for

purposes of self-defense, to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### **Student Complaint Procedures for Sexual Harassment**

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5)

Lewis Central Community School District students' parents of students, employees, applicants for employment and others having business or contact with the district who feel they have been subject to denial of rights in their dealings with or education by the district shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring nondiscrimination in programs and employment.

If the complaint is not resolved informally and the complainant wishes to pursue the matter, a formal written complaint may be filed with the district's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the Superintendent or the Board of Directors.

### **Cyberbullying**

Cyberbullying or cyber-harassment are defined by the same criteria as bullying and harassment.

Cyberbullying and cyber-harassment are executed using an electronic device such as cell phones or Chromebooks.

Communication may include, but are not limited to; texting, posting on social media, or instant messaging. Due to the nature of social media, the offense may cause more of a disruption, which may result in a more severe consequence. Also reference the districts Technology Acceptable Use Policy.

### **Student Complaints**

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5)

Lewis Central Community School District students, parents of students, employees, applicants for employment and others having business or contact with the District who feel they have been subject to denial of rights in their dealings with or education by the District shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring non-discrimination in programs and employment.

If the complaint is not resolved informally and the Complainant wishes to pursue the matter, a formal written complaint may be filed with the District's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the superintendent or the Board of Directors; the Superintendent; and/or the Board of Directors.

### **Tobacco**

Lewis Central will support youth in efforts to break the tobacco addiction. Our staff is concerned about the health and well-being of our students. Quitting tobacco use involves a process that may take several attempts to achieve.

On first, second and third offenses of youth caught using tobacco products, the youth may choose a smoking cessation class offered before or after school. Should the student not choose a smoking cessation class, he/she may appear in Municipal Court. Students may self-refer for tobacco cessation, may attend with a student who uses tobacco as support for their friend's cessation, or may be referred by parents. Parents will be notified if a student is caught with tobacco products and is involuntarily referred to the cessation program. **Students caught are also subject to school disciplinary action, but this may be deferred if they take the cessation classes.**

School staff may refer student to the cessation program. If the student fails to contact the program teacher or refuses the cessation class, a citation will be issued by the Council Bluffs Police Department. The CBPD has agreed to come to the school to write citations as needed. If the student chooses to contest the charge in municipal court, the person issuing the original ticket will be needed to testify in court about what they witnessed when they wrote the ticket. Should the student first choose the cessation class but withdraw, the citation may be issued. Missing one session or being more than 15 minutes late to a session will constitute a withdrawal from the cessation classes.

### **Cafeteria**

The district operates a lunch and breakfast program. Students may bring their own lunches to school or purchase a lunch. In order to promote an efficient, clean, and enjoyable cafeteria, students should observe the following rules:

- All lunch litter is to be placed in waste containers.
- Students involved will clean up spilled food. The cafeteria staff will provide brooms, mops, and dustpans.
- All trays are to be returned to the proper dish washing room.
- When finished eating, students must remain seated in the cafeteria/commons area. Since other classes are in session during lunches, there will be no loitering near classrooms or down the activities/gym hallway.
- Students will be expected to be courteous and cooperative in the cafeteria. For safety reasons, pushing, shoving, and chasing will not be tolerated.
- Misconduct in the cafeteria will result in any one or a combination of the following: warning, detention, clean up duty, removal from the cafeteria area, and suspension.
- Due to the Closed Campus policy, students are not allowed to leave during school hours solely for the purpose of getting lunch, i.e. going to a restaurant or drive-thru.



### **Statement of Approval and Support**

These expectations, rules and policies have been approved by the Board of Directors of the Lewis Central Community School District and are supported by Section 282.4 of the Code of Iowa (Majority Vote-Suspension), Section 282.5 of the Code of Iowa (Re-admission of Pupil), Section 502 of Board Policy (Student Behavior and Discipline), and its accompanying reference section. A student may be suspended or expelled for violation of the school rules or for violation of the Code provisions contained in Section 282.4

### **Guidelines for Serious Rule Infractions (See Code of Conduct Grades 9-12)**

The following is a table of guidelines in the disposition of disciplinary situations. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. **Depending on the circumstances of the offense and the history of the student, the action may vary at the building administrator's discretion.** Law enforcement may be contacted anytime “notification” is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

Rule Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><i>Simple Misconduct</i></b>			
<u>Disruptive Behavior</u> : verbal or physical action that harm the educational atmosphere of the classroom, cafeteria, school or school functions. May include outbursts, nuisance items, inciting others, etc.	Detention to suspension 1-3 days	Suspension 3-10 days	Expulsion
<u>Insubordination</u> : disrespect toward, swearing at, failure to follow the request or directions of school personnel.	Detention to suspension 1-3 days	Suspension 3-10 days May be removed from class	Expulsion
<u>False Statements</u> Knowingly making fraudulent, false, or misleading statements.	Detention to suspension 1-3 days	Suspension 1-5 days	Suspension 3-10 days
<u>Skipping Class</u>	Detention to suspension 1 day	Multiple offenses may result in suspension of 1-3 days	
<u>Detention not served</u> : failure to serve an assigned detention.	Reassign double time to suspension	Suspension 1-3 days	
<u>Disruption while in ISS</u>	Detention to suspension 1-3 days		
<b><i>Drugs/Tobacco</i></b>			
<u>Tobacco</u> : possession, use or distribution, paraphernalia, including imitations such as E-Cigarettes.	Suspension 1-3 days and/or substance abuse education. Confiscation of all products and paraphernalia	Suspension 3-10 days and possible substance abuse education. Police notification	Suspension 3-10 days and possible substance abuse education. Police notification
<u>Drugs</u> : possession, use or under the influence of illegal drugs, alcohol, controlled substances, imitation substances, or paraphernalia.	Suspension 10 days The suspension can be reduced by the completion of substance abuse education. Police notification	Expulsion Police notification	
<u>Dealing Drugs</u> , alcohol, controlled substances or imitation substances: including selling or distributing.	Expulsion Police notification		
<b><i>Threats</i></b>			
<u>Harassment</u> : including but not limited to: belligerent and disrespectful language, gestures, or actions that attempt to threaten, intimidate, or injure another person.	Suspension 1-3 days	Suspension 3-5 days	Expulsion
<u>Sexual Harassment</u> : unwelcome advances, verbal or physical misconduct, graffiti, jokes, gestures, etc.	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days to expulsion
<u>Bullying</u> : meets the criteria as defined by this handbook.	Out of School suspension 1-5 days	Out of school suspension 5-10 days Police notification	Expulsion Police notification
<u>Unacceptable Teasing</u> may include, but not limited to acts intended to ridicule, verbally abuse, and/or humiliate.	Corrective actions that may include detention to suspension 1 day	Suspension 1-3 days	Suspension 3-5 days
<u>Threats</u> : intimidating or menacing another student, school personnel, including hazing.	Suspension 1-5 days Police notification	Suspension 5-10 days to expulsion Police notification	Expulsion
<u>Extortion</u> : obtaining money by threat or perceived threat of force.	Suspension 3 days	Suspension 3-10 days Police notification	Expulsion Police notification
<u>Initiating threatening acts</u> , i.e. bomb threats, social media, etc.	Suspension 5-10 days to expulsion Police and fire marshal notification		

Rule Infraction	1st Offense	2nd Offense	3rd Offense
<b><i>Fighting/Weapons</i></b>			
<u>Fighting</u> : or attempt to physically harm one another through mutual combative physical contact.	Out of School suspension 1-5 days	Out of school suspension 5-10 days Police notification	Expulsion Police notification
<u>Assault</u> : threatening or trying to injure or causing injury to a student or employee	Suspension 3-10 days Police notification	Suspension 5-10 days Police notification	Expulsion Police notification
Weapons: possession, use, or handling of any instrument generally considered a weapon or used as a weapon.	Suspension 3-10 days to expulsion Police notification	Expulsion Police notification	
Firearm: possession or threatening a person with a gun or other destructive devices.	Expulsion for one calendar year		
<b><i>Destructive Behaviors</i></b>			
<u>Theft</u>	Suspension 1-3 days Restitution	Suspension 3-10 days Restitution Police notification	Expulsion Restitution Police notification
<u>Vandalism</u> : intentionally damaging or destroying property.	Detention to suspension 1-3 days Restitution	Suspension 3-10 days Restitution Police notification	Expulsion Restitution Police notification
<u>Trespassing</u> : being in an area of the building or on school property without authorization.	Suspension 1-3 days	Suspension 3-10 days Police notification	Expulsion Police notification
<u>False fire alarm</u> : tampering with or triggering fire equipment or extinguishers.	Suspension 3-5 days Police and fire marshal notification, possible expulsion Reimbursement	Expulsion Police and fire marshal notification Reimbursement	
<u>Arson</u> : burning or attempting to burn a property, structure or building.	Suspension 5-10 days restitution Police and fire marshal notification	Expulsion restitution Police and fire marshal notification	
<b><i>Miscellaneous</i></b>			
<u>Forgery</u> : signing another person's name, altering or writing a note or pass when not authorized. Including falsifying calls to attendance.	Detention to suspension 1-3 day	Suspension 1-5 days	Suspension 5-10 days Expulsion
<u>Parking/driving violations</u> : speeding, danger or disregard of signage.	Subject to disciplinary action, i.e. warning, loss of driving privileges, towing (at owner's expense) or suspension	Subject to disciplinary action, i.e. loss of driving privileges, towing (at owner's expense) or suspension	
<u>Gambling</u> : engaging in games of chance.	Warning or suspension 1-3 days	Suspension 3-10 days to expulsion	Expulsion

**\*Students assigned a suspension will be required to complete a reflective problem solving writing assignment. Within this reflection students will be asked to consider the Situation of their discipline issue, Options they had when the incident occurred, Disadvantages of their possible choice(s), Advantages of their possible choice(s), and finally best Solution (choice) for their situation. Failure to complete this required reflection will likely result in additional suspension time in our ALC room.**

**\*\*Students that take responsibility for their actions in a discipline situation and willing share all needed information in the investigative process, may receive a reduction in their discipline consequence.**

## **Bus Matrix**

The following is a table of guidelines in the disposition of disciplinary situations. This matrix is in addition to those contained in the discipline matrix. Each situation will be dealt with based upon the circumstances related to the incident and school administration will determine the final decision for any discipline actions that may be appropriate for the incident. All expectations and discipline responses contained in the Student Handbook are in effect for school transportation, bus stops and other school related activities. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Depending on the circumstances of the offense and the history of the student, the action may vary at the building administrator's discretion. Law enforcement may be contacted anytime "notification" is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

<b>Rule Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b><i>Bus Misconduct</i></b>			
<u>Disruptive Behavior:</u> verbal or physical actions that hinder or impair the driver's ability to provide safe transportation.  May include, but not limited to: placing body parts out the window, horseplay, loud voices, standing, music, etc.	Detention to suspension 1-3 days.  Possible suspension from bus 1-3 Days.	Detention to suspension 1-3 days. Possible suspension from bus 1-5 Day	Bus suspension of 1-10 Days and Possible long term removal from the bus  Detention to suspension 1-5 days.
<u>Insubordination:</u> disrespect toward, swearing at, failure to follow the request or directions of school bus personnel.  May include, but not limited to: not sitting in your assigned seat, failure to follow the request or directions, not providing your correct name, etc.	Detention to suspension 1-3 days.  Possible suspension from bus 1-3 Days.	Detention to suspension 1-3 days. Possible suspension from bus 1-5 Days.	Bus suspension of 1-10 Days and Possible long term removal from the bus  Detention to suspension 1-5 days.
<u>Safety:</u> any action that imposes a direct threat to the driver and/or riders safety.	Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hearing panel)  Detention to suspension 5 days. Possible Police Notification	Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hearing panel)  Detention to suspension 5-10 days. Possible Expulsion Possible Police Notification	
<u>Inappropriate Language and Gestures:</u> verbal, physical, or written language and/or gestures that may cause offense to others.  May include, but not limited to: the use of profanity or degrading terms, flipping off, sexual gestures, etc.	Detention to suspension 1-3 days.  Possible suspension from bus 1-3 Days.	Detention to suspension 1-3 days. Possible suspension from bus 1-5 Days.	Bus suspension of 1-10 Days and Possible long term removal from the bus  Detention to suspension 1-5 days.

**\*Students assigned a suspension will be required to complete a reflective problem solving writing assignment. Within this reflection students will be asked to consider the Situation of their discipline issue, Options they had when the incident occurred, Disadvantages of their possible choice(s), Advantages of their possible choice(s), and finally best Solution (choice) for their situation. Failure to complete this required reflection will likely result in additional suspension time in our ALC room.**

**\*\*Students that take responsibility for their actions in a discipline situation and willing share all needed information in the investigative process, may receive a reduction in their discipline consequence.**

## STUDENT SCHOLASTIC ACHIEVEMENT

### **PowerSchool/Grade Reports**

The primary objective of the grading system is to provide an assessment of the student's relative mastery and application of the subject matter compared to the totality of the material studied and the student's own application and ability. (Reference Board Policy 605.1) Students and parents can check on grades at any time through access to PowerSchool. Access to PowerSchool may be obtained through the Principal's Office.

### **Lewis Central High School Grading Guidelines**

The purpose of these guidelines is *to implement methods of grading that yield a more accurate reflection of student understanding. These would include, but are not limited to:*

- better reflection of student learning
- consistent grading practices for same course
- closer alignment of grading practices by department and throughout the building

### **Grading Categories**

#### **“Practice” (sometimes called “formative assessment”)**

Practice represents a range of formal and informal procedures used by teachers during the learning process in order to modify instruction and learning events to improve student learning. Practice is also used by students to support decision-making during their learning process.

#### **Practice Assessments...**

- provide ongoing information to teachers in order to guide instruction to move students toward mastery of standards
- provide students with timely feedback
- provide information about a student's strengths and weaknesses
- may include, but are not limited to, homework, quizzes, surveys, exit slips, and observations
- will carry less weight in PowerSchool than performance assessments

#### **“Performance” (sometimes called “summative assessment”)**

Performance can take a variety of forms, from multiple choice tests to performances. This can be thought of as a culminating event to assess mastery of knowledge, skill, and understanding.

#### **Performance Assessments...**

- may occur at the end of a learning unit, or at determined points within a unit, to demonstrate what a student knows, can do, and understands relative to the Lewis Central standards and criteria
- occurs after the “instruction – practice – feedback” cycles
- provide teachers, students, parents, and other stakeholders with information regarding the student's mastery level of the Lewis Central standards
- may include, but are not limited to chapter/unit tests, projects, performance-based assessments, or essays
- will carry more weight in PowerSchool than practice assessments

### **Grading Policies**

Explanation of Letter Grades:

- "A" means a student has mastered the concepts and skill presented, as is evidenced by his/her consistent and extraordinary application of the knowledge.
- "B" means that a student has attained a substantial degree of mastery of the concepts and skills presented, as is evidenced by his/her consistent and high quality application of this knowledge.
- "C" means that a student has acquired the basic skills and concepts of the subject presented and is able to apply them to a satisfactory degree.
- "D" means that a student lacks a sufficient knowledge of the concepts and skills presented and, therefore, has difficulty applying them to a satisfactory degree.

- "F" means that a student has not acquired basic fundamental concepts and skills and, therefore, is unable to apply them to a satisfactory degree.
- "P" means satisfactory work in a pass/fail course.
- "I" means that the student has not completed the required academic work and is entitled to additional time to complete it. The teacher will advise the student of the work to be done and the due date. An "I" grade must be changed within ten school days or it will be recorded as an "F," unless the administration grants an extension of time.

#### Grading Scale for Lewis Central High School:

99 – 100	A+	91 – 92	B+	83 – 85	C+	75 – 77	D+
95 – 98	A	88 – 90	B	80 – 82	C	72 – 74	D
93 – 94	A-	86 – 87	B-	78 – 79	C-	70 – 71	D-

#### **Grade Point Values**

For a one credit class, letter grades earn the listed grade points

A+....4.33	A....4.00	A-....3.67	B+....3.33	B....3.00	B-....2.67
C+....2.33	C....2.00	C-....1.67	D+....1.33	D....1.00	D-....0.67

Computing grade point averages can be difficult given variations in credit amounts, so if you have questions about this computation please ask in the Guidance Office.

#### **Weighted Grade Point Values**

The purpose of weighted grade point values is to encourage students to take courses that are challenging and considered to be academically rigorous. Courses that have college credit associated with the course will receive a weighted grade point average. This would include, but not limited to, courses that require a set assessment score for enrollment, have assessments associated with the course for college credit, and/or awarded credit by a recognized college. Each grade level has an additional 0.5 added, in order to reward college level/advanced academic student achievement.

For a one credit class, letter grades earn the listed grade points

A+....4.83	A....4.50	A-....4.17	B+....3.83	B....3.50	B-....3.17
C+....2.83	C....2.50	C-....2.17	D+....1.83	D....1.50	D-....1.17

#### **Talented and gifted students**

We have many talented students at Lewis Central High School but to be considered a student that is in the talented and gifted program they must be at the 95<sup>th</sup> percentile and above on the ITED in math or reading to be recognized as “gifted.” Other criteria used for selection include teacher recommendations, student performance and student interest. Students who want to be considered for the talented and gifted (TAG) program should contact the Guidance Office for more details.

#### **Report Cards**

Report cards will be distributed at the end of each trimester. The final trimester grade is the grade recorded on the student's permanent record.

#### **Interim Progress Reports**

Interim Progress Reports may be sent any time during the trimester to inform parents of the student's performance. These reports will be sent home with students. All students receiving a "D" or an "F" should receive a report, but some teachers may send reports to all students.

### **Computation of Final Trimester Grades**

The trimester exam or culminating activity will range from 10% to 20% of the final grade, which will be determined by teachers in the curriculum writing process. Class work done during the trimester will range from 80% to 90% depending on the established final percentage.

### **Class Rank**

A student's class rank will be calculated at the end of each trimester once official grades have been posted. Final grades from outside of LCHS will be included only during those recalculation times. Please keep in mind that the class rank is not a static number, but a dynamic number, impacted by factors such as number of credits, grade point average, weighted grading, early graduates and other factors used in the calculation.

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### **Standardized Tests**

Students are given standardized tests (i.e., IA Assessments, PSAT, etc.) that are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless the principal excuses them. (Reference Board Policy 605.2)

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. (Reference Board Policy 602.14)

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact Central Office at 366-8248 for information and forms. (Reference Board Policies 501.11)

### **Adding/Dropping Courses/Schedule Changes**

The class schedule students receive at the beginning of the school year is based upon the registration process completed in the spring. Parents, students and the school must consider the spring registration process as being one of a near contractual agreement. Therefore, class schedules are not subject to change in terms of courses selected or class periods scheduled. Work schedules, jobs, open campus privileges or before and after school responsibilities must work around the class schedule provided at the beginning of the school year.

Students who need to add or drop a class must do so within **three** days after the start of the trimester. A student will only be considered for a schedule change if one of the following conditions exists: health problems, computer error, misplacement, failing prerequisites, incomplete schedule or graduation requirement. The guidance counselor's permission is necessary to add or drop a class. Late drops will generate a grade of "F" for the dropped class unless an extraordinary situation exists and an exception is made by building administrator. The following procedure must be used to change/drop any class:

1. The student must see his/her counselor to make a request for a schedule change. **The guidance counselor may request permission from the parent/guardian to make the schedule change.**
2. The schedule change does not take effect until a copy of the new schedule is given to the student. The original schedule will be followed until the change becomes effective.
3. Any student who drops a class past the three day deadline must involve the classroom teacher, have parental permission, have a graduation credit check completed by his/her counselor and gain the approval of a building administrator.

### **Testing Out of a Course**

Students may attempt to test out of a course only if they have principal approval. The general criteria for testing would include students that are within the first three days of a term of their enrollment and have never attempted the course. To successfully test out of a course, a student must pass the final and/or test out exam with a score of 80% or better. With a successful test out, the student earns credit for the course and a "P" for Pass is entered on the transcript. Students should contact their guidance counselor for more information. Please note that not all courses may be eligible for testing out.

### **Honor Roll and Academic Honors**

The school district honors students who excel academically. Lewis Central High School will have two honor rolls. The requirements for the WHITE honor roll will be a GPA of 3.200 to 3.599 and no grade less than a C-. The requirements for the BLUE honor roll will be a GPA of 3.600 or higher and no grade less than a C.

Academic Letters will be awarded to ninth, tenth, eleventh, and twelfth grade students who earn a minimum grade point average of 3.6 for the school year at Lewis Central High School with no grade lower than a C. Students must be full time (enrolled in five classes) to be eligible for an academic letter and the honor roll. Students who graduate with a cumulative GPA of 3.6 will receive an honor medallion to wear at commencement.

### **Academic Eligibility for Extracurricular Activities**

In order to be academically eligible to participate in the student activity program, the participant must be a full-time student (see definition in item 3 in the Postsecondary Enrollment Options Act section), must maintain a grade point average of 1.6 (C-) or higher for each term, and must not have a failing grade at the conclusion of any term. A student must meet the standards below:

1. Must be a full-time student. Students must be enrolled in five (5) different credit classes each trimester to be considered a full-time student. Senior students who have accumulated 50 credits can be considered full-time if they are enrolled in and passing four (4) different credit classes with parent approval. Office aide, teacher aide, library aides, Titan Times and P.A.R.T. (Parent Approved Release Time) do not count as classes for the purpose of being a full-time student.
2. Must pass a minimum of four (4) different credits each trimester and no F's. Students that do not pass a minimum of four (4) different credits in a trimester will be ineligible for all activities until after the next trimester that they pass a minimum of four (4) different credits.
3. Must have earned a grade point average of 1.6 (C- average) or higher the previous trimester.
4. Must meet or exceed all eligibility requirements of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

Grade point averages will be based on marks earned at the end of each trimester. All students entering high school for the first time as ninth graders will be declared academically eligible. (See Activities Handbook Grades 7-12.)



## **Post-Secondary Enrollment Options Act**

In order to assist students and their parents or guardians in making knowledgeable decisions regarding participation in the PSEO program, the following guidelines are presented:

1. Students must be high school juniors and seniors, or freshmen and sophomores identified in PowerSchool as gifted and talented, to be eligible. Any students anticipating enrollment in a post-secondary course under this act must complete and submit an application form with the intent to enroll in said course for the ensuing school year. **Summer school courses are not included in the program.**
2. Students may enroll in any participating institution of higher learning under the control of the State Board of Regents, an area school, or an accredited private institution as defined in Section 261.0 subsection 5 of the Iowa Code.
3. Grades earned in courses taken from other institutions, such as IWCC, will be recorded on the transcript and be included when computing grade point averages. **Late withdrawal or failure from any post-secondary course will result in complete reimbursement to Lewis Central Community Schools for all costs**, and Lewis Central will follow all rules and regulations of the post-secondary option institution.
4. Payment will be made by the Lewis Central School District to the post-secondary institution for tuition, textbooks, materials and fees upon successful completion of the course. Students will be required to purchase equipment, which becomes the property of the students.
5. Parents or guardians will be required to furnish transportation to and from the eligible post-secondary institution.
6. Support services in the form of counseling will be available to students at Lewis Central as well as the post-secondary institution. These services will include academic, social, and emotional counseling related to participation under this act.
7. The administration reserves the right to determine acceptability of courses as provided under this act and requires students to seek prior approval before enrolling in such courses.
8. The IWCC **deadline for registering** for fall PSEO classes is the last day of Trimester 3, while the deadline for registering for spring PSEO classes is December 15.

ASSET minimum scores needed for English Composition are: Reading Skills - 38; Writing Skills - 41; and Writing Sample – Pass. ASSET minimum scores needed for Calculus, Advanced Chemistry, Trigonometry, and Physics are: Reading Skills- 38 and Algebra - 50.

Students interested in participating in this program should contact their guidance counselor. Questions about the administration of ASSET should be directed to Iowa Western Community College. (Reference Board Policy 605.6)

## **Early Graduation**

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for prom and graduation ceremonies. (Reference Board Policy 605.5)

## **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. It is possible that students who are being disciplined at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. (Reference Board Policy 605.7 and 605.4)

## **Graduation Requirements**

(NOTE: Students accelerated in language arts must take and pass at least eight credits of language arts while in high school; and students accelerated in mathematics must take and pass at least six credits of mathematics while in high school, students accelerated in science must take and pass at least six credits of science while in high school, and students accelerated in social science must take and pass at least six credits of social science while in high school.)

Graduation requirements are as follows:

- 1) Earn the required 55 credits\*.
- 2) As part of the 55 required credits each student must successfully complete the following classes with a grade of D- or higher;

### **English**

**8 credits**

English 9 A, B, C

English 10 A, B

English 11 A, B

Speech I

Other language arts classes may be substituted  
with administrative approval – Eight credits required.

### **Social Studies**

**6 credits**

American History A, B

World History A, B

American Government A, B

### **Science**

**6 credits**

Biology A, B

Physical Science A, B

Science electives (Two Terms)

### **Math**

**6 or 8 credits**

Algebra 1, 2 or Algebra Concepts A, B, C

Geometry 1, 2 or Geometry Concepts A, B, C

Algebra 3, 4 or Transitional Algebra A, B

### **Physical Education**

**4 credits**

### **Health**

**1 credit**

Health I

### **Work Based Learning**

**1 credit**

Workplace Readiness or College Readiness

### **Life Skills**

**3 credits**

Personal Finance

Parenting

One course from Technology and Engineering Dept.

### **Fine Arts**

**2 credits**

Must include two courses from two different areas:

Music, Art, Drama, Humanities

### **Other Electives**

**18 credits**

Achieve the required Iowa Assessment scores in order to meet the competency requirement.

During their junior year, all students will be evaluated to determine if they have developed minimal achievement competencies for graduation. The test used to determine these competencies will be the Iowa Assessments. Each student must achieve the minimum score specified for Quantitative Thinking, and Reading sub-tests (Vocabulary and Content Area Recognition), and a composite score of 260 during their junior year to meet the minimum competencies. Norms used for the minimum score will be national norms. These test scores will be reviewed annually. Students who receive less than the required scores shall be guided into classes especially designed to remediate their skill weakness(es). These students shall have opportunities to retake the test during their senior year to receive minimum scores.

\*The minimum competency standards may be waived for students who qualify for special education classes or who have learning disabilities that would make the minimum standards unreasonable for their ability, as set by the IEP staffing team.

### **N.C.A.A. Eligibility Requirements**

The N.C.A.A. Division I and II universities and colleges have amended their by-laws regarding the requirements that must be met to participate in inter-collegiate athletics and to receive an athletic scholarship as a freshman. Detailed information is available in the guidance office.

In order to be eligible to practice and participate in inter-collegiate athletics and to receive a scholarship towards sports in the first year of attendance, a high school student must have completed a course selection of at least 13 academic classes with a minimum grade point average of the course selection and achieved a minimum score on the ACT or SAT.

- 1) Be sure to look at the NCAA website to make certain you are taking the approved core classes. The website is [www.ncaaclearninghouse.net](http://www.ncaaclearninghouse.net). A minimum grade point average of 2.0 in the following courses is required:
  - a) Four years of English (Division I) - Three years of English (Division II).
  - b) Algebra I or higher and three years of Mathematics (Division I) – Two Years Mathematics (Division II).
  - c) Two years of Social Science.
  - d) Two years of natural or physical science (including one laboratory class).
  - e) One additional English, mathematics, or natural/physical science.
  - f) Two years of additional courses in four areas noted above and/or foreign language, or non-doctrinal religion/philosophy.
- 2) Division I has a sliding scale for test score and grade point average. The sliding scale can be found on the website listed. Division II has a minimum score requirement of 820 on the SAT, or a sum of scores of at least 68 on the ACT. **All SAT or ACT scores must be reported directly to the NCAA Eligibility Center by testing agency. A test score that appears on a transcript will not be used.**

## **MISCELLANEOUS**

### **Messages for Students**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student if there is a need. **Miscellaneous calls such as work, personal business, etc., will be forwarded as time permits, with no guarantees and are therefore discouraged.** Only in emergency situations are students removed from class or another school activity to receive a telephone call.

### **Floral and Balloon-O-Gram Deliveries**

Parents and students are asked not to send flowers and/or balloon-o-grams to school. The school will not accept delivery of these items and will instruct the vendor to deliver them to the student's home.

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. The district believes that the need for student visitors from outside the Lewis Central School District is unnecessary. Students who are interested in enrolling at LCHS must obtain a visitor's pass and meet with a counselor in the Guidance Department. Approval must be obtained at least twenty-four (24) hours in advance of the visit. Shadowing another student is not allowed.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. (Reference Board Policy 702.1, 702.2, and 702.4)

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. (Reference Board Policy 702.10)

**NOTE:** The term "vehicle" is used to address school buses as well as cars and vans. A school district may change the term to "bus" if the term "vehicle" is inappropriate with the school district's practice.

### **Library**

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. The library is available to all students. Following are guidelines for its use:

1. In order to use the library during the regular school day, a student must obtain a pass from a teacher and then report directly to the media center.
2. Students will not be allowed to use the computer for playing games.
3. The use of the library is a privilege. Students who do not comply with the regulations will not be allowed to use it during the regular school day.
4. The librarian is available to assist students with reference and research work, to aid in the selection of materials for recreational reading, or to assist in using the computers.
5. Students using the computers must have a signed Internet agreement on file.
6. Rules for computer use must be followed, or network privileges will be suspended or revoked.

**Destiny** is the online database for searching for books and web sites in the library and for the circulation of materials to students. In addition to being able to search for books, each student has a Destiny login where he can check the status of materials that have been checked out. To access this information, the student must log in to Destiny using his Power School user name and password. Once logged in, clicking on the "My Info" tab will provide information

about current materials checked out, overdue materials and fines owed. It is recommended students check this information on a regular basis.

### **Lost and Found**

Any items of this nature will be held in the Guidance office. The school claims no responsibility for lost or stolen items.

### **Guidance Program**

The school district's guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services, and placement services. Each of these categories is interdependent and assists students with their personal, educational, and career development, and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Counselor assignments will be as follows:

Julie McComas - 9<sup>th</sup> and 10<sup>th</sup> grade; Jackie Bodie-Steinke - 11<sup>th</sup> and 12<sup>th</sup> grade; Lu Peverill – Success Counselor

### **Titan Time**

An important and supportive relationship with students is made more possible through our advisement program called Titan Time. The purpose of Titan Time is to create a personalized learning environment by providing an adult advocate who will foster communication among students, staff, parents, and community; provide academic guidance; prepare students for transitions through the utilization of life skills and encourage engagement in school. Titan Time is a regularly scheduled class and students must attend. Students who skip Titan Time will receive a consequence for an unexcused absence.

### **TAT (Teacher Assistance Team)**

The Teacher Assistance Team or TAT is a building level system designed to assist problem solving by and for teachers and students. The aim for this group is to aid students who are struggling in school by helping them to experience success in the classroom. The team, which works to address a student's barriers to success in the classroom, is comprised of teachers, counselors, the school psychologist and administrators. This is done by establishing an Individual Learning Plan for each student to address their individual learning needs. Other interventions associated with this process include guided study, academic referral, Connections class, Connections to Graduation class and online credit recovery through the Odyssey program. For additional information, please contact Jackie Bodie-Steinke at 366- 8223, Julie McComas at 366-8307 or Lu Peverill at 366-8225.

### **School Based Interventionist**

Lewis Central Community School District implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on their journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at [smcphillips@ghaea.org](mailto:smcphillips@ghaea.org) or 712-366-0503.

### **Inspection of Educational Materials**

Parents and other members of the school district community may come to the office to view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal in office. (Reference Board Policies 603.5 and 603.7).

### **Communications to and from School**

When sending a note or money to school, parents should give the student clear instruction about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of these notes or papers. Parents are responsible for knowing the contents of the notes or papers sent home.

### **Withdrawal Refunds**

The following information applies to students who "drop" and/or withdraw from a course during the school year and the summer session. A student planning to withdraw from a course(s) should contact the guidance office to initiate the withdrawal process.

A student who has registered is considered enrolled. Tuition fees are refundable on the basis of the percentage table given below.

<b>Regular School Year</b>	<b>Summer</b>	<b>Time</b>
90%	90%	1-3 days*
<b>Regular School Year</b>	<b>Summer</b>	<b>Time</b>
75%	50%	4-5 days
50%	25%	6-10 days
0%	0%	11 or more

\*Days count as class days. Day count begins with the first day of class.

**Activity ticket and textbook fees are NOT refundable after the school year has begun.**

### **Appeal Process**

A parent or guardian may appeal a discipline situation. As is the case with any concern or disagreement, efforts should be made to resolve the issue at the lowest level. Any parent or guardian with a concern should first discuss such concern with the school official involved to resolve the matter informally. If the issue is not resolved, the parent or guardian should file a formal appeal. The appeal must be submitted in writing to the building principal no later than three school days of the consequence. The principal will meet with the parent and student as soon as possible and provide an explanation of the decision. An opportunity will be provided to rebut the decision and present evidence on the student's own behalf. The meeting will be informal; however, the principal's decision shall be in writing and shall summarize the evidence upon which the principal relied in making a decision. The principal's decision shall be made within four (4) school days of the meeting with the student.

The decision of the building principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent shall be final unless it involves a suspension of five (5) calendar weeks or more, in which case it may be appealed to the board of education. This appeal shall be in writing and filed with the board secretary within five (5) school days of receipt of the decision from the superintendent. A board hearing shall be held as soon as reasonably practical. During the appeal, the student shall remain under suspension pending a decision by the board, unless otherwise directed by the superintendent or the board. The board's decision shall be final.

(Please reference Board Policy 505.5 - Resolution of Student Concerns)

## **Technology Acceptable Use Policy**

### **Introduction**

Lewis Central CSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to various technologies, network systems, and internet access for student and staff use. A signed agreement must be on file prior to use of district technologies. Students must have a parent signature as well.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Lewis Central CSD network is intended for educational purposes. It is not a public access service or a public forum.
- All activity over the network or when using district technologies may be monitored and retained. Access is a privilege, not a right.
- Access to online content and posting of content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Lewis Central CSD makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

Lewis Central CSD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, network systems and internet access..

As new technologies emerge, Lewis Central CSD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Electronic Resources**

The Lewis Central CSD views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Lewis Central CSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. These procedures are written to promote appropriate and responsible technology use in support of the mission and goals of the Lewis Central CSD and its schools. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of education value and/or may be inappropriate. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

## **Web Access**

Lewis Central CSD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

## **Email**

Lewis Central CSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Email accounts should be used responsibly. Users should not attempt to open files or follow links from unknown or untrusted origin. Users are expected to communicate with the same appropriate and courteous conduct online as offline.

Email usage may be monitored and archived. All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.

## **Social Networking and Collaborative Content**

Recognizing the benefits collaboration brings to education, Lewis Central CSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate and courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Lewis Central recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1. Interferes with the work of the school district;
2. Is used to harass co-workers or other members of the school;
3. Breaches confidentiality obligations of school district employees;
4. Disrupts the work of the school district;
5. Harms the goodwill and reputation of the school district in the community; or
6. Violates the law, board policies and/or other school rules and regulations.

## **Mobile Devices Policy**

Lewis Central CSD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network and are expected to treat these devices with care and caution. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices Policy**

Students and staff should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) put away during school hours—unless being used for educational purposes. Because of security concerns, a separate network may be provided for personally-owned devices.



## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run an executable program (.exe) over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a respectful manner and realize that among the valuable content online is unverified, incorrect, or inappropriate content. LCCSD is not responsible for the accuracy of information users access on the internet. Users should use trusted sources when conducting research via the Internet.

Users should not post anything online that they would not want parents, teachers, future colleges or employers to see. Once something is posted online, it can be shared in ways not intended and access can become impossible to control.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should be cautious and responsible when providing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. All messages, comments, images, or any online content that threatens personal safety should be brought to the attention of a responsible individual immediately.

## **Harassment**

Harassment will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of harassment. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, harassment can be a crime. Network activity can be monitored and retained indefinitely.

## **Examples of Acceptable Use**

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the

mission of the District.

- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

### **Unacceptable Use**

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Lewis Central electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network. Accessing any material that is inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

This is not intended to be exhaustive lists. Users should use their own good judgment when using school technology.

### **Student Responsibilities**

- Students should use emerging communications and collaboration tools to create and personalize networks of experts to inform their education process.
- Students should engage in technology-enabled learning experiences that transcend the classroom walls and

are not limited by resource constraints, traditional funding streams, geography, community assets or even teacher knowledge or skills.

- Students should see the use of relevancy-based digital tools, content and resources as a key to driving learning productivity, not just about engaging students in learning.

### **Staff Responsibilities**

- Staff should use emerging communications and collaboration tools to be most productive and to effectively engage students in significant learning.
- Staff should see the use of relevance-based digital tools, content and resources as a key to driving learning productivity for themselves and their students.
- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to electronic resources procedures as well as with the mission and goals of the Lewis Central CSD.
- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be provided. Staff should report any misuse to their supervisor.

### **Lewis Central District Rights and Responsibilities**

The Lewis Central CSD recognizes its obligation to protect the well-being of students in its charge. To this end, the district retains the following rights:

- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. The District has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access, including, but not limited to sites students and staff visit on the internet and reviewing e-mail.
- To provide internal and external controls as appropriate including the right to determine who will have access to Lewis Central CSD -owned equipment.
- To exclude those who do not abide by the Lewis Central CSD's electronic resources policy or other policies governing the use of school facilities, equipment, and materials. A user account may be closed at any time based upon the District's determination that a user has violated this policy.
- To restrict electronic resource destinations through software or other means every computer in the school district having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure. (i.e. filtering software)
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space. To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by the District's educational goals.

### **Disclaimer**

- The Lewis Central CSD cannot be held accountable for the information that is retrieved via electronic resources.
- Even if students have NOT been given access, they may still be exposed to information from the District's computers, network systems, and/or the internet in the guided curricular activities at the discretion of their teachers.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's technology and network systems, including the internet.

- The District reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Iowa.
- Electronic backup is made of email for the purpose of public disclosure requests and disaster recovery. Barring power outage or intermittent technical issues backups are made of staff and student files on District servers for recovery of accidental loss of deleted files. Recovery is not guaranteed.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites. While Lewis Central CSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- The Lewis Central CSD will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.
- Lewis Central CSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- The Lewis Central CSD makes no warranties (expressed or implied):
  - The District does not warranty that its technology, network systems or internet access will be secure and free of viruses, spyware and/or malware at all times.
  - The District is not responsible for the content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
  - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources are the responsibility of the user. The District will not be responsible for any damages relating to the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission.
  - The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's technologies. Any risk and/or damages resulting are assumed by and is the responsibility of the user.
- The Lewis Central CSD reserves the right to change its policies and rules at any time without notification. The interpretation, application, and modification of this policy is within the sole discretion of the District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator.

### **Personal Device Warning**

By connecting a mobile device to the Lewis Central CSD email system, you acknowledge and agree that the Lewis Central CSD Information Technology Department reserves the right to enforce any security measures deemed necessary to mitigate data leakage and protect students.

This includes but is not limited to:

1. Remotely delete the contents of your mobile device. This may include district and personal contacts, pictures, etc.
2. Enforce the use of a password / pin to access the mobile device.
3. Restrict the use of applications deemed a security risk. In addition, you must understand that documents or records – including electronic communications of a public agency are public records under Iowa state law. Using any personal device or computer for school district business can result in a requirement that you

submit your personal device for examination or search if a public records request is received concerning information that may be stored on your personal device.

#### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents/supervisors
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution.

Appropriate disciplinary repercussions will be determined on a case-by-case basis and will be based upon the nature and seriousness of the individual incident.

**LEWIS CENTRAL COMMUNITY SCHOOL  
ELIGIBILITY FOR  
STUDENT ACTIVITY PROGRAM PARTICIPANTS (7-12)**

**I. GOOD CONDUCT CODE**

The following Good Conduct Code establishes the standards by which Lewis Central students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Lewis Central Activities Program. Student Activity Program participants shall commit themselves to meet the standards of this code and of the Student Code of Conduct at all times and in all places (365 days a year).

**STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of student activities at Lewis Central Community Schools. These activities and participation in them add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well-being, and promoting the image and identity of the school and community. Students who chose to participate in Lewis Central's Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.<sup>1</sup>

The Activities Director and/or the sponsor of a student activity may declare a student ineligible to participate in an activity when the conduct of that student is contrary to or in violation of the established rules and regulations set out in this policy.

As a requirement before participation is allowed, all students who wish to participate in the Lewis Central Activity Program shall receive a copy of these rules and regulations and shall indicate their concurrence with them and their responsibility to abide by them by signing a document indicating such agreement. A parent or guardian will also be required to sign indicating their review and understanding of the Lewis Central High School Good Conduct Code.

**APPLICABLE ACTIVITY PROGRAMS**

The Lewis Central Activity Program includes but is not limited to:

- |                                                                       |                                                                                         |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 1) all athletics;                                                     | 4) student council and other elective officers;                                         |
| 2) all music, speech, drama, cheerleading, and dance team activities; | 5) school honors;                                                                       |
| 3) school royalty;                                                    | 6) co-curricular activities such as Foreign Language Club, Science Club, Art Club, etc. |

**DEFINITIONS**

1. **Competition/performance** means a specific activity that is a component of an extracurricular program whether it be a contest, a social activity (such as a dance sponsored by a club or elected group), a performance, etc. This shall not mean membership in the specific extracurricular activity.
2. **Extracurricular activities** shall be an all-inclusive term as used in this policy including athletics as well as all activities and events considered to be part of the Lewis Central Student Activity Program, including those related to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors.

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<sup>1</sup>The following rules and policies have been approved by the Lewis Central Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administration Code Sections 281-36.14 and 281-36.15.

3. **Offense** occurs when a student is determined by a school official to be in violation of the Good Conduct Code. Unless Specifically Stated otherwise all violations shall be counted cumulatively from year to year (grades 7-12), regardless of the specific portion of the Good Conduct Code that is violated.
4. **Service as an officer** means participating in an extracurricular program as an elected official of that program.
5. **Year**, as it is used in this policy means 12 months from the date of a violation.
6. **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior that violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.

### APPLICATION OF THE RULES

These rules shall apply to all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the same time and loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities.

If at the time of the violation the student is not currently participating in any activity, then the discipline shall apply to the first extracurricular activity or activities in which the individual participates.

A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress unless coach/sponsor written permission has been given and the student has no outstanding Good Conduct Code violations (i.e.: has completed all Good Conduct Code periods of ineligibility). If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of the athletic season or the school year in order to get credit for satisfying the previous good conduct penalty provision.

A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

### CONDUCT REQUIREMENTS

Student participants shall:

- A) Abide by Lewis Central's Good Conduct Code at all times and in all places.
- B) If selected as royalty to preside over school sponsored activities or for other honors, shall not be allowed to serve if they have had any offense against this Good Conduct Policy within the year prior to such selection. Exception - A minor violation of rules 10 - 16.
- C) Abide by any specific rules and regulations that the coach/sponsor of the activity has established. Such rules will be approved by the Activities Director before distribution to students and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.
- D) Behave legally. In the event a student is convicted of an illegal action, except minor traffic violations, the student shall be declared to be in violation of this code.

## **VIOLATIONS**

It shall be a violation of Lewis Central Community School District Good Conduct Code to do any of the following:

1. Sell or distribute illegal drugs, alcoholic beverages, controlled substances, or imitation substances.
2. Possess, use, or be under the influence of illegal drugs, alcoholic beverages, controlled substances, imitation substances, or drug paraphernalia.  
  
This includes a possession of a quantity of the above named beverages and substances that is greater than a quantity expected to be for personal use.
3. Being in possession of or using or threatening to use any instrument that is generally considered a weapon or an imitation weapon.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, or adjudicated for the act(s).
5. Fighting, assault, or physical abuse of a person at school or during school activities or coming to and/or going from school or a school activity.
6. The use, possession, and/or transmittal of tobacco/imitation substances.
7. The damage, destruction, or theft of school property and/or personal property of employees, students, visitors to the school, and district employees.
8. Sexual harassment, including but not limited to: unwelcome sexual advances, request for sexual favors, other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.
9. Hazing or bullying within the school.
10. Swearing, profanity, insubordinate, belligerent or disrespectful language or actions which attempt to threaten, intimidate, or injure another person.
11. Disruption of school and/or school activities.
12. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make up detentions.
13. Repeated school violations or a serious violation of a school rule.
14. Unsportsmanlike conduct, profanity, or verbal abuse toward persons representing other school including: their players, coaches, patrons, game officials, or toward players and the players, patrons, students, or officials of the Lewis Central Community School District.
15. Failure to follow the reasonable request or direction of a school employee.
16. Any conduct that does not represent Lewis Central activities in a positive manner.



## DETERMINATION OF VIOLATION

When it comes to the attention of school officials that a student is suspected of violating the Lewis Central Good Conduct Policy or the rules of a specific extracurricular activity, the Activities Director will investigate the allegation to determine its accuracy. Such an investigation will include interviewing the student, witnesses, and other actions which enable the Activities Director to make a determination whether or not the violation occurred. The student will have an opportunity to explain his or her behavior as part of this investigation.

Once the determination is made that a student has violated the Lewis Central Good Conduct Code, the Activities Director, as well as the coach/sponsor of the activity in which the student is involved, shall make a determination of the appropriate penalty.

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

The student and his/her parent(s) or guardian(s) shall be informed in writing of the decision (the nature of the violation and the penalty) within three working days of the determination. In addition, the parent(s) or guardian(s) will be notified verbally, if possible.

## PENALTIES FOR VIOLATION

When a violation of good conduct requirements 1-4 has been determined to have occurred, the following penalties shall be applied.\*\*

1. For the **first offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: 60% loss of eligibility.\*\*\*

The student will not be permitted to dress for, or participate in, 60% of consecutive contests or performances of the activities in which he/she participates after the violation.

2. For the **second offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: 80% loss of eligibility.\*\*\*

The student will not be permitted to dress for or participate in 80% of consecutive contests for performances of the activities in which he/she participates after the violation.

3. For the **third offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: 1 year to a permanent bar.

The student will not be permitted to dress for, or participate in activities, for the remainder of the school year after the violation. The school year includes all summer activities.

### Student in multiple activities.

Ineligible will be served at the same time. The activity that has the first competition/performance will be the starting date for ineligibility. The student will be ineligible for all activities during the ineligibility period for the first activity.

\*\*\*All numbers will be rounded off: Example 1.5 – 2.4, student misses 2 activities; 2.5 – 3.4 student misses 3 activities.

## REDUCTION IN PENALTY PROPOSAL

A student may receive a reduction in penalty for Good Conduct Code violations 1-4 only, when the following conditions are met:

1. A student may receive a reduction in penalty if there is admission prior to determination. If a student comes forward to a coach/director, administrator, or activity sponsor within 24 hours to admit (self-report) a violation of the extracurricular activities code of conduct policy prior to the finding of guilt by the administration, the student's penalty may be reduced (as listed below).
2. A student may receive a reduction in penalty if they agree to complete an assessment program. A student who enrolls in the program must complete it to retain eligibility. Withdrawal from the assessment program or not satisfactorily completing it as prescribed will reinstate ineligibility beginning on the date of withdrawal or determination of unsatisfactory progress. A minimum of four counseling and/or assessment sessions will be held with the initial session being held prior to participation. Failure to attend required sessions will result in loss of eligibility equal to the original ineligible period.
3. A student may receive a reduction in penalty if they agree to complete an established number of hours of "school service". The type of "school service" will be determined and agreed upon by the student and administrator of Lewis Central High School. The numbers of hours are listed below.

**First Offense:** Reduction to 40% ineligibility (No penalty will be less than one event.)

- for self-reporting to the Activities Director within 24 hours AND
- satisfactory completion of assessment program AND
- satisfactory completion of 5 hours of "school service"

**Second Offense:** Reduction to 60% eligibility

- for self-reporting to the Activities Director within 24 hours AND
- Satisfactory completion of 10 hours of "school service"

**Third Offense:** 1 year

When a violation of good conduct requirements 5-9 has been determined to have occurred, the following penalties shall be applied. (Coaches/sponsors will work with the Activities Director in determining the loss of competitions)

1. For the first offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 1-5 competitions.
2. For the second offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 3-10 competitions. Special consideration may be given if more than 2 years have passed since the first offense.
3. For the third offense, the student may be declared ineligible of any competition/performance, or service as an officer as follows: 1 year.

When a violation of good conduct requirements 10 -16 has been determined to have occurred, the following penalties shall be applied. (Coaches/sponsors will work with the Activities Director in determining the loss of competitions)

1. For the first offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 1-5 competitions.
2. For the second offense and any subsequent offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 3-10 competitions for each violation. On recommendation of the Activity Sponsor, a second offense may be penalized the same as the first offense.

**NOTE:** All violations from each section will be added together to determine penalty.

## **ASSESSMENT PROGRAM**

Lewis Central Schools strongly believes that an assessment/counseling program is necessary for students who violate our Good Conduct Code in regards to drugs, alcohol, tobacco or other controlled substances. This program is available through school authorities and state or local agencies. School administration can assist in scheduling this service if desired. The student and parents will cover the cost of the program and will permit the results to be shared with the school administration.

**Penalty Reductions:** The ineligible student will be able to reduce the ineligibility to 40% for the first offense and 60% for the second upon satisfactory involvement in the assessment program. A student who enrolls in the program must complete the program to retain eligibility. Withdrawal from the assessment program or not satisfactorily completing the program as prescribed will reinstate ineligibility beginning on the date of withdrawal or determination of unsatisfactory progress in program. This applies to the first time offense only.

A minimum of 4 counseling and/or assessment sessions will be held with the initial session being held prior to participation. Failure to attend required sessions will result in loss of eligibility equal to the original ineligible period.

## **SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT**

In the event a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, that student will not be allowed to participate for the comparable period of time in any extracurricular activity practices, meetings, or other participation and will be denied all school transportation to or from such practices, meetings, or contests for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school or Saturday suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted, and shall have authority to determine when the student will be allowed to participate.

## **APPEAL**

A student may contest the declaration of the ineligibility or penalty imposed by the activity sponsor. Appeal of the activity sponsor's decision must be submitted in writing to the building principal within three school days of the declaration or penalty. The principal will meet with the student as soon as possible and provide the student with an explanation of the charges. The student will be given an opportunity to rebut the charges and present evidence on the student's own behalf. The meeting will be informal; however, the principal's decision shall be in writing and shall summarize the evidence upon which the principal relied in making a decision. The principal's decision shall be made within four (4) school days of the meeting with the student.

The decision of the building principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent shall be final unless it involves a suspension of five (5) calendar weeks or more, in which case it may be appealed to the board of education. This appeal shall be in writing and filed with the board secretary within five (5) school days of receipt of the decision from the superintendent. A board hearing shall be held as soon as reasonably practical. During the appeal, the student shall remain under suspension pending a decision by the board, unless otherwise directed by the superintendent or the board. The board's decision shall be final.

# IN AN EMERGENCY SAY IT TWICE. SAY IT TWICE.



**LOCKDOWN**



**LOCKOUT**



**EVACUATE**



**SHELTER**

<b>Standard Response Protocol – Public Address</b>	
<b>Threat Outside</b>	<b>Lockout! Secure the Perimeter</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>



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# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

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## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



---

## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



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## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



---

## SHELTER! HAZARD AND SAFETY STRATEGY

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



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## HOLD! IN YOUR CLASSROOM

### STUDENTS

Stay in class OR move to closest classroom  
Stay in class until released

### TEACHER

Keep students in classroom  
Check immediate hallway for students or staff  
Lock interior door  
Take attendance (notify secretary of additional students/staff in your room)  
Keep teaching  
Wait until released



LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT  
3504 HARRY LANGDON BLVD.  
COUNCIL BLUFFS, IOWA 51503  
712-366-8220

August, 2018

Dear Lewis Central Family:

The Lewis Central School District has prepared this booklet, which contains information about district policy and operational procedures. This handbook is designed as a reference for parents/guardians and students. Students are expected to be familiar with its contents.

The handbook features a description of the Student Code of Conduct. The disciplinary procedures that are discussed in this handbook were developed by a district-wide committee of teachers, administrators, parents, and other staff members.

State law requires that the District ensure that parents, guardians, and students receive information on these disciplinary procedures. Therefore, one handbook has been distributed to each student who attends Lewis Central High School. Please sign the Verification of Receipt form below, tear this letter out, and return to the Principal's Office.

**VERIFICATION OF RECEIPT**

I have received the Lewis Central High School handbook.

STUDENT NAME **PRINTED** \_\_\_\_\_

GRADE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please return this form to the High School. Thank you!

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for the processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 [lthies@lewiscentral.org](mailto:lthies@lewiscentral.org)