

# LINCOLN

## Student & Parent Handbook



2018-19  
GT-8102

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## **MISSION STATEMENT**

Lincoln High School leads, inspires and educates all students by providing access to a rigorous and relevant curriculum to meet the challenges of today

## **VISION STATEMENT**

Abraham Lincoln High School will be a safe and collaborative educational community where all are actively engaged in challenging and positive opportunities to prepare students for future success.

### **LHS Core Beliefs:**

1. We believe in high expectations for all students without exception.
2. We believe students learn in different ways and in different timeframes.
3. We believe a student's past does not define his/her future success.
4. We believe extra and co-curricular activities inspire creativity, self-discipline, and positive behaviors.
5. We believe both students and staff contribute to the positive culture of our school.

## **Student Life at Lincoln High School**

### **ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, and CLUBS**

Lincoln has a complete and varied activities program and all students are encouraged to participate. School sponsored activities exist for the purpose of school spirit, social development, skill development, and fun. Staff sponsors will be present at all meetings and activities. Only organizations sanctioned by the activity guidelines will be recognized and supported by the administration. If questions exist regarding the legitimacy of a group please contact the Activities Office.

### **Student Eligibility**

Summary of Scholarship Rule, 281—IAC 36.15(2)

A student must meet all items below in order to be eligible to participate:

- A student must receive credit in at least 4 academic subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- To be eligible to participate in extracurricular activities students must receive a passing grade in all courses at the end of the semester grading period. Students who receive a failing semester grade will have a 30 day period where they will not be allowed to participate in any contest. Students not involved in an activity at the time of the failing grade will complete the 30 days of ineligibility during the next sport season they choose.

There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.

- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule applies to all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers
- Extracurricular activity is defined as one for which no grade is given and is not part of a graded course. Examples include athletics, cheerleading, and drama productions which are not part of the academic class.

### **Authorization Slip**

Before you are permitted to participate in a sport you must present an authorization slip to the coach of that sport. To receive an authorization slip you must provide the Athletic Office with the following:

- A current physical form signed (valid for thirteen months)
- Student-Athlete Conduct Code must be signed by the athlete and their parent/guardian and updated annually
- Insurance waiver signed
- Concussion Awareness form signed
- Appropriate Usage Fee paid

## **LINCOLN HIGH SCHOOL ONLINE ATHLETIC REGISTRATION INSTRUCTIONS**

- 1) Go to the Des Moines Public Schools website ([www.dmschools.org](http://www.dmschools.org)).
- 2) Go to the Athletics link under students and then click on the athletics passport at the bottom of the page.
- 3) Fill out the electronic form as it appears on the screen.

Please note – submitting this form does not necessarily mean that the student athlete is cleared to participate in the sport/activity. An updated athletic physical (signed by a physician and the parent) must be on file in the Activity Office at Lincoln High School. Information regarding physicals:

- If no physical is on file at the school – student athlete is not permitted to participate in practices or games.
- If a physical that is on file at the school expires prior to a season starting, that student is not eligible to begin practices.

- If a physical that is on file at the school expires during the middle of the season, that student is not eligible to continue in practices and competitions until an updated physical is provided.
- Physicals are good for 13 months prior to expiring.

A new or updated physical may be uploaded at any time. However, if you do not have the capability to upload a physical, you may bring the physical directly to Activities Office at Lincoln High School or to the main office at Rails.

The usage fee associated with the sport can also be paid online during the registration process or in person in the Activities Office, bookkeeper at Lincoln or the main office at Rails.

If any questions, please contact the Activities Office at Lincoln High School at 242-7526. Or by email: [Heidi.evans@dmschools.org](mailto:Heidi.evans@dmschools.org)

### **School Attendance**

You must attend at least half the school day before participating in a practice or a game. You will not be allowed to participate when you are suspended whether it is an in-school or out-of-school suspension. Suspensions are defined as from the time of the offense to the time of the readmit conference.

Students who accumulate 10 or more periods of unexcused absences may not attend or participate in any extra-curricular activity until the monthly reset occurs. Attendance reset will occur the first Monday of each month. For team events, eligibility reports will be run on Fridays and enforced starting the following Monday. For individual, or spectator events, (such as dances) the policy will be enforced immediately.

### **Dances and other school functions**

- Eligibility rules apply for students to be allowed to attend all events including dances such as prom (this may include level III or level IV behavior events).
- Guests may not exceed the age of 20, and a minimum of 14 years if age (middle school students may not attend high school dances).
- All special arrangements must be approved by Lincoln administration
- Events are an earned privilege not an given right
- Large events require guest forms be turned in no less than 2 days prior to the end of ticket sales – no forms will be processed later than that.
- No tickets will be sold later than 3:00 the day before the event unless otherwise determined by the event sponsor.

### **Communication with your coach or sponsor is essential**

It is expected that all participants will adhere to the rules each individual coach or sponsor has established to be considered in good standing in any activity. Communicate directly with your coach if you cannot attend a practice or have any concerns.

### **Extra/Co-Curricular Clubs at Lincoln High School**

Ambassadors  
Band  
Cheerleading  
Debate/Mock Trial

Drama Club  
Key Club  
National Honor Society (NHS)  
Orchestra

Raillettes  
Railmen  
Science Bound  
Student Council

Trendsettas  
Upward Bound  
Vocal Music  
Winter Running

## **ATHLETICS**

Baseball  
Basketball  
Bowling  
Cross Country  
Football  
Golf (boy and girls)

Soccer  
Softball  
Swimming  
Tennis  
Track and Field  
Volleyball

## **COMMONS**

The Commons is a gathering place before and after school and is also used for our school lunch program. Other uses include school sponsored events, school activities and club meetings. Students are not to be in the commons during academic time without permission from an administrator. The west doors at Main and the north doors at RAILS to the commons serve as the primary student entrance to each building.

## **CAFETERIA**

Breakfast is served from 7:45 a.m.-8:15 a.m. Lunch schedules vary slightly at each campus. Students have plenty of time to eat lunch and socialize with their peers. Students may bring a sack lunch and purchase milk & juice items in our a la carte lines. Students must have cash or money in their account to make a purchase and will not be allowed to charge meals or a la carte items.

All students are encouraged to eat on campus and to remain on school grounds during the entire lunch period. Only students who are 10<sup>th</sup> grade and above may leave campus during lunch time. Students who do not return from lunch on time will be counted as tardy or absent. When school is in session, all food from an outside vender (home prepared sack lunch is exempt) should be cleared with a building administrator before it is ordered, carried or opened in the building. There are considerations and processes at each building for outside food.

## **DRESS CODE** *(see appendix for poster)*

While the primary responsibility for appearance rests with the student and parent or guardian, the school staff reserves the right to use their discretion to determine what is conducive to the school's educational environment. Students are restricted from wearing or carrying symbols that endorse or imply the use of substances not legally available to minors. Wearing or possession of clothing, or jewelry that have profane, sexual, or racially derogatory connotations is strictly forbidden. Clothing which promotes violence or depicts gang related themes are not to be worn during school or at school related activities. Head covers are not to

be worn at any time in the building, and must remain out of sight, in a locker or backpack once inside the school unless administration has determined it is being worn as part of the doctrine of an organized religion. Parent contact may be obtained to verify such status.

Clothing must be in good taste following community and school standards. Any clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students will be deemed inappropriate. This includes clothing that does not adequately cover or conceal the body. Bare midriffs and sagging pants which expose underclothes are not allowed. Shoes must be worn at all times. Shorts and skirts must reach the knuckles of a closed fist with arms to the side in a natural resting position. Students may be referred to an administrator if there is a question with the regard their compliance with this dress code. Hats or other non-religious head coverings are not allowed during school hours. Students are subject to the above policy at activities and athletics.

### **FOOD IN CLASSROOMS**

Students are not permitted to bring outside food or beverage, other than water, into the building or classrooms without administrative approval. Water must be contained in a solid, sealed container that will prevent spilling in the halls. Spills can create unsafe, and unwanted slip hazards which results in the container policy. This includes delivery of outside vendors. Outside containers may be subject to inspection by administration.

### **HALL PASSES**

Students are not permitted in the hallways during instructional time unless they have a school sanctioned pass. Hall passes will not be given during the first or last 10 minutes of a class. If a student is in the hall without a pass, they will be sent back to class to get a pass from their teacher. School sanctioned passes are the only passes that will be accepted. Students may obtain a pass to the library during the period which they are assigned to that teacher. Students on release time may obtain a library pass from the student services office. Passes to the nurse may only be obtained from a classroom teacher or administrator.

### **TELEPHONE MESSAGES**

The school will accept only messages from contacts designated on Infinite Campus. Students will be notified before the end of the school day. Classes will not be interrupted to deliver student messages unless there is an emergency. Parents should also refrain from calling a student on his or her cell phone during class periods. These situations disrupt classroom instruction; emergency situations should be handled through the school office.

### **INFORMATION RELEASE**

Student educational records and student directory information designed to be used for school purposes will not be accessible to the public. However, certain designated student directory information of a general nature will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parents/guardians contact the district in writing within two weeks of the student's enrollment, stating they do not want their minor student's directory information published or given to the public without their prior consent.

The district's designated directory information includes, but is not limited to the following: student's name, address, telephone listing, email address, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and



height (only of members of athletic teams), dates of attendance (entrance through exit date), degrees and awards received, photographs, audiotapes, videotapes and the most recent previous education agency or institution attended by the student.

### **Internet Policy** (*abridged*)

Internet and network services are available to all students for school purposes only. All students must agree to the Des Moines Public Schools acceptable use policy on network and internet systems prior to being given access. Students under the age of 18 are required to have a parent or guardian signature on the acceptable use form which is provided during registration and enrollment. Failure to abide by the policy and procedures may result in disciplinary action up to and including loss of network privileges. A complete copy of the District acceptable use policies can be obtained in the main office of either campus. Go to [www.dmschools.org](http://www.dmschools.org) or visit the main office for a complete version of this policy.

### **Hold Harmless Agreement**

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

### **Liability**

Access by the district to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

### **Discipline**

Appropriate discipline for student violations will be determined by the building principal or the principal's designees. Violations of the acceptable use guidelines, any district policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations which may be criminal will be referred to appropriate law enforcement officials. The DMPS and school discipline policy (see page 28 of this handbook) and matrix (see appendix of this handbook, are included for your reference).

### **Library/ Media Center**

Students have access to a wide variety of reference materials in the library, both online and in print. Students must have their school ID when checking out library materials or using its equipment. Photocopying is also available at a cost of .10 per page.

### **Use of Library**

Students must have a pass from one of their teachers to use the library during the school day. However, the library may not be used during the study hall time. Students may use the library before and after school provided the facility is open.

### **Checkout Periods**

- Books  
Fiction: 2 weeks

Non-Fiction: 2 weeks

Reference books: library use only

## **LOCKERS**

Lockers are made available to all students upon enrollment or during registration. Lockers are a part of the school building and remain the property of the school and under the control of the school while assigned to a student. Lockers are to be kept neat and orderly at all times. Food should not remain in the locker overnight. Writing on or defacing the lockers will result in disciplinary action. No one but the assigned student should use a locker. Do not share your locker combination with anyone. The school is not responsible for articles missing from lockers. Valuable items should not be left in lockers.

## **LOST AND FOUND**

Items that are found on the school premises should be turned into the student services office at main campus or the main office of the RAILS campus. Inquiries regarding lost items should be made in the office of the building where the item is believed to be located. These items will be kept for a limited time. If you've lost an item, check with the office of either campus in a timely fashion

## **STUDENT ACTIVITY TICKET**

A paid-in-full student activity ticket (\$65) may be purchased for the entire school year. The ticket entitles the student to attend all athletic events. The cost of all activities, if purchased separately, would exceed \$150, making the activity ticket a bargain for the student.

## **STUDENT EXERCISE OF FREE EXPRESSION**

Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression, in official school publications.

- 1) Students shall not express, publish, or distribute any of the following:
  - a. Materials which are obscene,
  - b. Materials which are libelous or slanderous under Chapter 659
  - c. Materials which encourage students to do any of the following:
    - commit unlawful acts,
    - violate lawful school regulations,
    - cause the material and substantial disruption of the orderly operation of the school.
- 2) There shall be no prior restraint of material prepared for official school publications except when the material violates this section.
- 3) Each board of directors of a public school shall adopt rules in the form of a written publication code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its jurisdiction. The board shall make the code available to the students and their parents.
- 4) Student editors of official school publications shall assign and edit the news, editorial, and feature content of their publications subject to the limitations of this section. Journalism advisors of students producing official school publications shall supervise the production of the student staff, to maintain professional standards of English and journalism, and to comply with this section.
- 5) Any expression made by students in the exercise of free speech, including student

expression in official school publications, shall not be deemed to be an expression of school policy. The public school district and school employees or officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the publication. 6)"Official school publications" means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body.

## **ACADEMIC LIFE AT LINCOLN HIGH SCHOOL**

### **ACADEMIC LETTERS**

To be eligible for an Academic Letter, students must have taken at least four (4) academic classes of which at least one semester was completed at Lincoln and must have a transcript GPA of **3.5** for both first and second semesters. Students who transfer in at semester are eligible to receive an academic letter but must meet the GPA requirements. Letters, pins, and/or bars will be presented to students at a ceremony to be announced.

### **ATTENDANCE PROCEDURES**

Successful completion of academic goals starts with regular attendance in all classes. Refer to the appendix section for a detailed description of this procedure.

#### **Reporting Absences:**

All absences shall be reported on the day of the absence by contacting the attendance office at Main: 242-7501; RAILS Academy: 242-8380.

#### **Sign-in Procedures:**

Students who arrive late to school must sign in at the welcome desk or attendance office at Main or the RAILS Main office prior to reporting to class. To be considered an excused absence the student must provide proper documentation per the district attendance policy.

#### **Sign Out Procedures:**

All Students must sign out in their respective main office of the building they attend, if leaving during normal school hours and must be confirmed with custodial parent/guardian.

### **CENTRAL ACADEMY AND CENTRAL CAMPUS**

Many Lincoln students attend Central Campus or Central Academy throughout the school day for specialized or accelerated programs. Students ride the yellow bus from Lincoln or drive their own cars to these programs which are located at 1800 Grand Avenue. Specific time schedules are available each fall. Central Campus students will need to show their ID cards when re-entering Lincoln. RAILS Academy Students may also attend classes at Main.

### **DROPPING COURSES**

A student may not drop a class without penalty once a semester has started if the class was requested during the pre-registration process. Requests to drop prior to the semester starting will be honored only if there is room to be added to the new course and that the enrollment of the dropped course does not fall below the set limits. Students who drop a class after two

weeks will earn an “F” on their transcript. Dropping a class within the first two weeks will be allowed without penalty if the following criteria are met:

- Have signed parental approval for the drop
- Will not drop below the minimum number of courses (4) for eligibility in extracurricular activities and sports
- Have completed all required paperwork (signature of current teacher involved)
- There is a spot in another class
- Will not create an open period for any 9<sup>th</sup>-11<sup>th</sup> grader
- Will not place the student in danger of not meeting graduation requirements

## **SCHEDULE CHANGES**

The master schedule at Lincoln High School is developed based on student requests. Changes to **requests** will not be granted unless one or more of the following criteria are met:

- Every period not scheduled
- Course successfully completed previously
- Course in the incorrect sequence
- Student does not meet prerequisite
- Student lacks a course required for graduation
- Inappropriate skill level for class as determined by administration and teacher
- Parent request for valid reasons

*Examples of requests that are NOT acceptable:*

- I changed my mind
- I want to be in my friend’s class or different period
- I didn’t do the summer reading (without good reason)
- I like this teacher better

**Appeal Process:** If the parent/guardian wishes to appeal, they must do so in writing and give their appeal to an Assistant Principal (the counselor if you are a 9<sup>th</sup> grader) requesting the change. Such appeal should state specific reasons. The appeal will then be forwarded to an administrator for a final decision.

## **FEES AND FEE WAIVERS**

Basic School Fees include textbook rental, and a P.E. T-shirt (optional). Fees are payable at the beginning of the school year during fall registration or the first day of school. Arrangements for a payment plan may be made with the bookkeeping office if families need additional time for payment.

When a text book or library book is checked out to a student, it is the student's responsibility to take care of the book and to return it in good condition. Students who damage or lose their books will have to pay for the book or an assessed fine. Student fees are to be taken care of by the end of each school year. Those fees that are not paid will be the student and family’s responsibility to clear before a student’s graduation. Students may be kept from attending and participating in events which are considered a privilege such as prom and other senior events.

Students will not be denied access to participate in school functions based on their ability to

pay. If this scenario fits you, please see the activities director for assistance. Every effort will be made to make certain that no student is prevented from participating in Lincoln High School activities because of financial hardship.

Athletic fees are mandated by District policy and equal \$15 per sport.

**School Fee Waivers**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fee waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a waiver should contact the school bookkeeper at registration for a waiver form. Waivers do not carry over from year to year and must be completed annually.

Independent students of legal age and living on their own may act on their own behalf to request a full, partial, or temporary waiver of school fees. Parents or students interested in a waiver for school fees should complete the school waiver form available at registration.

**GRADE CLASSIFICATIONS**

Students will advance through grade levels based upon their years in school regardless of the number of credit actually earned each year. However, it is not until a student earns 18 credits and enters their 4<sup>th</sup> year will he or she be eligible to participate in “Senior Activities.” Students who are able to complete the graduation requirements early may apply for early graduation. In this situation, these students will be eligible to participate in senior activities.

**Minimum credits for students wishing to graduate from high school in four years:**

At the conclusion of:

- 1<sup>st</sup> Year each student should have accumulated 6 Credits
- 2<sup>nd</sup> Year each student should have accumulated 12 Credits
- 3<sup>rd</sup> Year each student should have accumulated 18 Credits

**GRADUATION REQUIREMENTS**

Twenty-three (23) units of academic credit is required for graduation. The specific number of credits required are listed below. (.5 credit is awarded for each semester course).

Social Studies:	3 credits	Mathematics:	3 credits
English:	4 credits	Fine/Applied Arts	1.5 credits
Science	3 credits	PE:	1 credits
Electives	7.5 credits		
CPR			

**Note**

\* Iowa law states that all students will take PE all year annually even if the graduation requirement of 1 credit has been met. Due to a waiver request granted by the state, DMPS students only have to enroll in one semester of PE annually as long as the parent and student have signed a contract for the other semester stating how they will complete their required physical activity outside of the school day. Students who do not sign this

waiver will be required to take PE both semesters.

## **HOMEWORK PROCEDURES**

Homework requests can be made for students who have been absent, or are expected to be absent, for 3 days or more. Homework will only be provided ahead of time upon request. Requests should be made through the Student Services Secretary at the main campus and the main office secretary at the 9<sup>th</sup> grade building. Homework will be ready for pickup at 3:45PM the DAY AFTER the request is made. Students who make the request and do not pick it up can find it waiting for them in the Student Services Center at the main campus and in the main office at the 9<sup>th</sup> grade building. If the teacher fails to provide requested material (unless teacher is absent), the student will not be required to make-up the work nor will s/he be penalized academically.

When a student is absent from school and requests makeup work from a teacher, the student will have two days for every day missed up to a maximum of six days to turn in the completed work. Some exceptions may exist due to extended illness as documented through the nurse's office. An administrator will determine if exceptions will be made.

## **HUMAN GROWTH AND DEVELOPMENT**

As part of the curriculum at Lincoln High School students will participate in the study of human growth and development. A list of courses, which include human growth and development content, is available for review by contacting the school. A student may be excused from this instruction by a written request of the parent or guardian to the school principal. Students who are granted exemption will be given an alternative assignment to complete which is comparable to the missed activities/ assignments both in amount of work and point.

## **NCAA CLEARINGHOUSE**

If you feel you are an athlete who will be recruited by colleges you should check with a counselor to make sure you will meet the NCAA requirements. Not all courses offered at Lincoln meet NCAA requirements.

## **OPEN PERIODS**

Senior students may be approved for an open period if certain conditions are met. Students applying for open periods must complete paperwork with the Scheduling Specialists and obtain parent permission before this becomes effective. **Seniors will only be allowed open periods if s/he is on track to graduate and has their own transportation.** Open periods will not be allowed in the middle of the day unless it is connected to the first or last period. Students with an open period may arrive 10 minutes prior to their first class and leave immediately after their last class. Students with open periods may not remain on campus.

## **STUDENT PROGRESS**

If parents have any concerns or questions about their son/daughter's progress at ALHS, please call 242-7500. You may email the teacher(s) or ask they return your call. For students attending the 9<sup>th</sup> grade academy program, call 242-8452. If concerns exist with multiple teachers, it is recommended the parent request one conference with all the student's teachers. These conferences are held before and after school.

## **PHYSICAL EDUCATION**

A PE tee shirt will be issued for each student to be worn during all PE classes. The cost of the shirt is seven dollars (\$7) per student. The student will provide shoes and appropriate shorts/sweat pants. Lockers are available in the locker room for students. Lockers are assigned through the physical education department. If the student cannot afford a shirt or wishes to wear something different, s/he must discuss the options with the PE teacher.

## **CPR REQUIREMENT**

CPR certification is state mandated as a graduation requirement, which includes the CPR 9 Step Skills Tests, which is FREE during the class. Another option is that students may contact the American Heart Association or The Red Cross for an appointment, these classes last roughly 4 ½ hours, and costs about \$140.00. Lincoln High provides this opportunity freshman year.

## **RETAKEING COURSES FOR A HIGHER GRADE OR CREDIT RECOVERY**

Current students may retake a course originally taken in any DMPS program for the purpose of earning a higher grade. The higher of the two grades earned will be recorded on the permanent record. If you wish to retake a course and have the higher of the two grades recorded on your record, please complete a retake form when you enroll in the class and return the form to the Registrar. This type of retake may only occur during the fall and spring semesters. This option may only be granted space permitting. Retake forms may be picked up in the scheduling or the registrar's office.

Students who fail a course must seek alternative ways to earn credit. The school cannot guarantee an opportunity for students to retake failed courses during the regular school day. Any student who receives an F in a course and choose to retake the complete course in summer school or in alternative programs during the school year, will receive an F/R on their permanent record and the F will not be calculated in the GPA. The new grade will then be posted and reflected in the GPA and Class Rank.

## **REVIEW OF RECORDS**

Parents of minor students and students over the age of 18 have the right to inspect and review educational records pertaining to them. If any material requested for inspection includes information concerning another student, the parents or eligible student shall have a right only to that part of the material that is related to the requested party. Upon parental request, a copy of any or all records may be obtained for a nominal fee. An explanation or interpretation of those records will be made at no expense to the parent. The inability to pay the fee will not exclude any parent from obtaining student records.

## **SCHOLARSHIPS**

Lincoln High Schools students have numerous scholarships available to them. If you would like information regarding scholarship applications, contact your counselor. Scholarships are also posted on the Lincoln website.

## **SENIOR STATUS**

Students will obtain senior status upon earning 18 credits by the beginning of the fall semester and 19 credits by the beginning of the spring semester. These students will be considered

members of the senior class and will have all privileges and responsibilities associated with such. Students who want to participate in senior activities should have a minimum of 18 credits or a graduation plan designed and approved by a counselor. Students who petition to graduate early must meet the requirements that were in place for their class when they entered high school. Students who fail to earn the necessary credits for graduation prior to the end of the school year, but who satisfy all graduation requirements before the start of the fall semester, will be graduates of the class.

### **WEIGHTED COURSES AND CLASS RANK**

Abraham Lincoln High School provides the opportunity for weighted courses. Only Advanced Placement and Concurrent Enrollment courses are weighted and are indicated as such on the student's transcript. Weighted courses are reflected in the class rank. DMPS has made the decision to modify how students are ranked. **DMPS will no longer use the system of ranking that results in multiple valedictorians, students will be ranked on a traditional ranking system which will only result in one valedictorian beginning with the class of 2018.**

## **STUDENT SERVICES AND SPECIAL PROGRAMS**

### **Student Services Team**

The student services team will provide wrap around services for students at Lincoln High School. This team is available to all students and families to provide behavioral, emotional, academic, and social support for students. This team is made up of the following to support you:

### **Counseling Services**

The Counseling department at Lincoln High School consists of five counselors. Counselors are trained under the auspices of the American School Counselors Association (ASCA) and provide students counseling services and support in the areas of behavioral, emotional, academic and social. Students who wish to visit a counselor must get a pass from their teacher or their counselor in advance for a scheduled visit.

### **Grade Level Coordinators**

Lincoln High School has three Grade Level Coordinators, two at the main building and one at RAILS. These people will provide support and guidance for student behavior, attendance, and other disciplinary matters. The Grade Level Coordinator position has been designed to support the students with the focus of making sure students graduate high school.

### **Multi-Tiered System of Support (MTSS)**

This team consists of administrators, counselors, grade level coordinators, social workers, teachers, and other certified personnel. Its purpose is to identify struggling students both behaviorally & academically, and provide supports which lead to successful learning at Lincoln High School.

### **Student Health Services**

We have one full-time school nurse on duty at each campus to assist students and staff with health matters. The nurse's office at Main is located in Room 3340 (second floor above main



office) and on first floor in Room 1145 at the RAILS Academy. If students need to visit with the nurse, they should get a pass from a teacher. Every year parents will be asked to update/complete emergency medical information online during registration to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office. The following procedures should help students be familiar with our health procedures:

1. **Casts, crutches and canes:** Students should inform the school nurse when they are using this equipment.
2. **Doctor and dental appointments:** Parents need to call the nurse or attendance office (or write a note with parent signature) stating the date, time, and with whom the student has the appointment. The nurse or attendance office will then write a pass for the student. Students should check out and check back in at the Main Office of both campuses.
3. **Doctor and dentist notes:** A student with a medical or dental appointment should get a note from the doctor/dentist verifying appointment your name, date of appointment, and time. This note is to be given to the nurse or the attendance office on the day the student returns to school.
4. **Physical education excuses:** The nurse must receive a doctor's recommendation in writing. Should the excuse be short term, the nurse will notify the PE teacher. Long term requests will be forwarded to the principal's office for final approval.
5. **Injuries:** If students require medical or dental care or absence from school due to a school-related injury, they must report to the nurse.
6. **Illness or injury during the school day:** Except in an emergency, the student should obtain a pass from the classroom teacher to go to the nurse's office.
7. **Medication:** Only medications that have been ordered by a doctor will be given at school. Prior to carrying an inhaler, a note from their doctor must be on file with the nurse. Students may carry over the counter medications if the "Authorization for Self-Administered Medications during School Hours" form is completed by the student's physician and filed with the nurse.
8. The following over the counter medications are available at school but are not given for an injury:
  - a. Acetaminophen – (e.g. Tylenol) 500 mg maximum.
  - b. Ibuprofen – (e.g. Motrin) 200 mg maximum.
  - c. Written parent permission is required before over the counter medications will be administered. Verbal permission will not be accepted.
  - d. Students will be allowed up to 5 combined doses of Acetaminophen and/or Ibuprofen throughout the school year, after which a referral to the child's doctor will be made to determine if the medication should be continued.
  - e. The school nurse can refuse to administer medication prior to the 5<sup>th</sup> dose if it is felt to be warranted.
9. **Communicable Diseases:** All such diseases and absences related must be reported to the school nurse by calling 242-7500 at main and 242-8452 at RAILS.
10. **Chronic Illness and/or Extended Absences:** Please call the nurse to discuss the student's situation and concerns.
11. **When you become sick at school:** No student is to leave the building or be in the restroom when they become ill without the supervision or permission of the nurse. When students do leave school due to illness, they must have a pass from the nurse's office and

show this pass to the attendance clerk or RAILS Main Office when signing out.

12. **Use of elevators** is limited to students who have a medical or physical need. That need must be established by the student's physician, Accommodation Plan or IEP and on file with the nurse. The nurse will issue a pass for the student which allows elevator use.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, DMPS has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

## **HANDICAP ACCESSIBILITY TO LINCOLN HIGH SCHOOL**

Persons with disabilities who need information regarding building access should contact the appropriate building: Main Campus: 242-7500 RAILS: 242-8452

## **SCHOOL BUS TRANSPORTATION/METRO BUS SERVICE**

Students living a distance of more than 3.1 miles from school are allowed free bus transportation except for those who open enroll to Lincoln.

It is the intention of DMPS to provide safe transportation for students eligible for bus service. It is imperative that students' conduct allows the school bus driver to give his/her attention to driving. Students must know and follow these bus rules. Those who do not follow these rules will be subject to disciplinary action per the school discipline matrix. Students and parents have a responsibility for following these school bus rules.

### ***Safety Rules: Be Respectful--Be safe- Be Responsible***

1. Obey the driver at all times.
2. Be on time for the bus, both morning and afternoon.
3. Wait for the bus a safe distance from the curb.
4. Stay seated until time to get off the bus.
5. All carry-on items must be stored out of the aisle.
6. Keep your hands, arms and head inside the bus at all times.
7. Noise must be kept to a reasonable level. Conversations should be in normal tones. SILENCE must be observed while crossing railroad tracks.
8. Profanity (by word or gesture) is not permitted.
9. Wrestling or throwing objects is not permitted.
10. Damage to the bus or seat covers is not allowed.
11. Smoking, igniting any item, or use of a controlled substance is prohibited.
12. Maintain a tidy bus – no littering.
13. Eating on the bus is allowed if permitted by the driver.
14. Enter and leave the bus in an orderly manner – no pushing or shoving.

**Students who ride the bus must follow the rules above and the reasonable direction of the bus driver. Failure to do so may result in denial of a student's privileges of bus ridership.**

The Discipline Policy of DMPS applies to students while on school-owned and operated school buses or on chartered buses. This also includes bus stop areas.

### **Transcript Requests**

Students who desire that an ALHS transcript for admission to college or a university should obtain a "Request for Transcript" form from the registrar. Return the form along with a stamped envelope addressed to the institution and it will be processed by the Registrar. Please list Abraham Lincoln High School as the return address located at: 2600 SW 9<sup>th</sup> Street, Des Moines, IA 50315. To be considered "Official" all transcripts must be mailed by the registrar.

Transcripts cannot be faxed. Unofficial copies can be given back to the student or parent. After five transcripts (official or unofficial) have been requested, there will be a charge per transcript. This transcript consists of middle and high school grades and test scores.

## **SCHOOL SAFETY AND SECURITY**

### **ARRIVAL**

All students should arrive and enter through the front north entrance at RAILS or the Commons at main (West side of building). The lobby and/ or cafeteria at RAILS and the Commons at main are the areas where students may gather before school. All students may arrive and enter at/after 7:45 a.m. Supervision is not available prior to this time. All students will remain in these designated areas of the school until released unless the student has a pass from a teacher or staff member for a pre-arranged meeting before the start of the school day.

### **DEPARTURE**

After school, students who are not under the direct supervision of a teacher, sponsor or coach must leave the building by 3:45 p.m. All students who are involved in activities should report to their teacher, sponsor or coach by 3:35 p.m. The building will be cleared and doors may be locked depending on after school events. For safety and security reasons, students may not remain in the building unsupervised. Central Campus students who are awaiting transportation between other programs must have their ID on, and in the commons.

### **EMERGENCY CLOSING**

Families may check the Des Moines Public Schools website ([www.dmschools.org](http://www.dmschools.org)) for information regarding changes in the school day or cancellations. In addition to this website, information regarding changes in the school schedule due to inclement weather is available on cable Channel 8 if a converter box is used and 97.3 if direct access is available) between 6:00 a.m. and 9:00 a.m.

Local radio and television stations also broadcast bulletins when schools, child care centers and adult education programs are closed or delayed because of weather conditions or other emergencies. Generally, when the decision to close is made, radio and TV stations are notified

by 6 a.m. unless inclement weather or other emergencies occur during the school day.

### **EMERGENCY DRILLS**

Fire, tornado, lock down, shelter in place, and evacuation drills are practiced at various times during the school year to help prepare for disasters or special situations. A small chart is posted in each classroom giving instructions on various exiting procedures if required. In a fire drill, an alarm will sound signaling students to leave the building immediately and quickly without talking or crowding. If there is a fire during academic time, students are to follow the directions of the teacher. Teachers will follow students from the classroom and attendance will be taken upon arrival to the designated area.

All other situations are conducted by voice commands over the intercom system. In the event of a power outage, battery operated megaphones will be used. Special directions for these drills are posted in each room and reviewed each year by the administration. Various Lock-Down drills will be practiced twice each semester. The lock downs will be used to protect students if a danger is present on school grounds, within the building, or in the surrounding community.

### **Fragrance/Scent-Safe Workplace Standard**

In an effort to protect students, staff and visitors with chemical sensitivities and to create a safe and healthy environment, Des Moines Public Schools (DMPS) has implemented a fragrance/scent safe District work standard. DMPS asks that everyone minimize the use of any fragrances in the workplace.

Employees and students should refrain from bringing air freshener products, essential oils, wearing heavy perfumes/cologne, other personal care products such as body sprays, hand lotions, cleaning products or solutions, etc. Workspace areas and areas that are enclosed such as restrooms are also included in this standard.

Acceptable use of products that are labeled as unscented, scent-free or fragrance free by the manufacturer are suggested and recommended as safe and appropriate for DMPS.

DMPS sincerely appreciates our staff, students and community abiding by this scent free standard so that all can enjoy an environment that does not make them sick, or be absent due to an illness related to heavy fragrances or scents.

### **GANG AFFILIATION OR DISPLAY OF GANG SYMBOLS**

Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action. Gang behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. For the purposes of disciplinary action, a gang shall be defined as groups of three or more people whom:

- have a name
- claim a territory

- have rivals/enemies
- Interact together to the exclusion of others and exhibit antisocial behavior often associated with crime or a threat to the community.

**Iowa Code Chapter 287** prohibits public school pupils from participating in secret societies; therefore, clothing and symbols that represent such groups are also expressly prohibited during school and at school activities. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

## **IDENTIFICATION CARDS**

DMPS high school students are issued an identification card during registration each year. The cards are used to: identify the student, obtain school meals, using school computers, checking out books, hall pass privileges, and entrance to the building during the school day.

- a) Student identification cards must be worn at all times.
- b) Identification cards must be worn on the front of the body between the neck and waist.
- c) Students are not allowed to deface identification cards.
- d) Replacement “ID” cards cost is \$5.00
- e) ID cards are the property of DMPS Replacement ID cards may be purchased in Student Services at Main and the Main Office or RAILS Academy.

If a student loses or forgets to bring his or her ID and temporary ID will be issued by T-Pass. T-Pass Stations may be found at the Welcome Desk in both buildings and the Main Office at RAILS.

## **STUDENT PARKING PROCEDURES**

Safety is our first priority in our student and staff parking lots. The parking lot rules will be strictly enforced to ensure the safety of our students and staff. Parking on either campus is a privilege.

Only Sophomores, Juniors, and Seniors may purchase a student parking permit and park at the Main campus in designated student lots. Freshman are not allowed to park at the Main Campus during school hours. Freshman must use the shuttles from RAILS to attend Main classes. Freshman students may park at RAILS Academy in the lot north of the softball field with proper documentation on file with the RAILS building. This can be arranged through the RAILS Campus Monitor at the Welcome Desk. Issuing and use of Freshman and Sophomore parking will be determined by the same factors outlined below.

9<sup>th</sup> and 10<sup>th</sup> Grade Parking:

The ninth and tenth-grade permits will be issued may be throughout the year based on the following requirements:

- No school traffic parking violations during the current school year
- Attendance
- GPA
- 10<sup>th</sup> Grade students must park in the North 40 Lot and 9<sup>th</sup> Grade students must park

at RAILS and ride the shuttles.

All drivers should abide by the city of Des Moines signage; drive with care and caution on the streets surrounding Lincoln Campus. Be mindful of pedestrians. Care should be taken to park in allowed areas only, and to be respectful of neighborhood property by not blocking driveways, littering, etc.

All vehicles parked on school property must have a school issued permit properly displayed. Any vehicle without a permit will be subject to a ticket and/or tow without warning in accordance to the City of Des Moines Code 114-361.02(a).

Vehicles with a school permit will be required to abide by the following parking rules.

**Rules of the Parking lot:**

1. Students must park in designated student parking areas, there are no areas that are designated for grade levels. Spots are by availability each day.
2. Park in the spaces properly (no overlap of yellow lines, angled, or crooked)
3. Parking in non-parking areas such as grass, fire lanes, or sidewalks is not permitted.
4. Speed, in excess of 5 mph, rapid acceleration or excessive rotation of tires (burn-offs) is not permitted.
5. Passengers are not allowed to ride on the outside of the vehicle at any time the vehicle is running.
6. Parking in a Handicapped space without a state issued permit assigned to the driver is in violation and will be ticketed by DMPS and/or towed.
7. All students parking on campus must have an official parking sticker which is assigned exclusively to that person and is visible at all times.
8. All students using the parking lots must complete a parking agreement contract prior to being issued a parking pass.
9. Student caught being fraudulent may be towed or ticketed by the City, and may lose future privileges to park on LHS campus.

**To register a student vehicle:** Student driver must provide the following information:

1. Valid Driver's License/School Permit
2. Current Insurance Card
3. Current Vehicle Registration
4. \$5.00 fee

**\*\*\*Only one permit will be issued per student unless approved by an administrator**

**ANY VEHICLE WITHOUT A SCHOOL PERMIT DISPLAYED IS SUBJECTED TO A CITY TICKET AND/OR TOW (AT OWNER'S EXPENSE). NO WARNINGS WILL BE ISSUED!**

**Violations of these rules or procedures will result in consequences:**

- 1<sup>st</sup> Violation of students with permits – School Ticket
- 2<sup>nd</sup> Violation of students with permits – City of Des Moines Ticket/or School Ticket
- 3<sup>rd</sup> Violation of students with permits – Building administrator retains the right to revoke

parking privileges/ City of Des Moines Ticket/or School Ticket.

4+ Students with permits will be issued City of Des Moines Ticket/or School Ticket and towed without warning.

## **PARKING LOTS & PARKING PERMITS**

Student lots include the spaces west of the roundhouse; the tennis court lot; the North 40 lot located on the North side of Bell Avenue; and the Pit which is located on the west edge of the main lot adjacent to Bell Avenue. Parking permits may be purchased from a campus monitor or in Student Services. A student may purchase one parking permit per year. If a permit has been lost or stolen, the student may purchase a second permit with the approval of an administrator for \$30. This will render the previously purchased as invalid.

The possession of dangerous weapons by students while on school grounds extends to weapons found in student automobiles while parked on school grounds. This may include cars parked on or off campus if any of its occupants are attending or participating in school-sponsored activities. The possession or consumption of alcoholic beverages; the possession or use of controlled substances; being in an intoxicated state and the use of tobacco (smoking or chewing); extends to student automobiles while parked on school grounds at Lincoln or while away from Lincoln if attending or participating in school-sponsored activities.

School administrators and/or designated representatives have the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will have their parking privilege revoked and may be subject to additional discipline. Students who obtain parking permits shall refer to additional rules and regulations received at the time of permit being issued. Students are not allowed to loiter in parking lots during the school day.

## **PERSONAL PROPERTY GUIDELINES**

- Radios/boom boxes, stereos, CD players, MP3 players, personal video systems, laptops, notebooks, or any other audio/video/electronic devices are not to be used during instructional time unless the teacher has authorized use for instructional and educational purposes. It is strongly recommended that these items not be brought to school except when authorized by an administrator, classroom teacher, or counselor for instructional purposes. Lost or stolen items are not the responsibility of the school or staff.
- Students are not to use personal electronic devices to record activities in class without permission from the teacher.
- Any incendiary (e.g. lighters) or explosive devices are not allowed at school regardless of the age of the student.
- Laser pointers of all kinds are not allowed on school property, before or after school, during the school day, at school related activities, or on school owned and operated vehicles (including school buses, school chartered buses and MTA buses).
- Skateboards must remain in a locker during the school day. School property, sidewalks, steps, railings, drives, etc. are off-limits to skateboards at all times during the entire calendar year. The school and staff are not responsible for lost, stolen, or damaged skateboards should they be brought onto campus.
- Athletic/game balls and all athletic/activity equipment are not allowed within the school building or classrooms except as provided in PE classes and during athletic/activity

practices/games.

Possession of prohibited items during the school day will result in the item being confiscated from the student by a teacher, administrator, campus monitor, or School Resource Officer; and may result in disciplinary action. Confiscated items will be held by an administrator for pick-up by a parent or guardian. Items will not be kept over the summer and must be picked up by the last official day of school for students.

### **SCHOOL RESOURCE OFFICER (SRO)**

The SRO is a Des Moines Police Officer who is assigned to work in the schools. This program provides an opportunity for students to build positive relationships with the community police department. The SRO visits classrooms making presentations on a wide range of topics of student interest, is visible in the hallways and school grounds throughout the school day, assists at various evening events, and works with the administration as needed. The SRO is available to answer student or parent questions and assist them with a variety of issues.

### **SEXUAL HARASSMENT REPORTING**

Sexual Harassment is a crime and will not be tolerated at Lincoln High School. However, often times this type of behavior occurs without staff being informed. Please, report any unwanted comments, jokes, gestures, or contact of the sexual nature to any adult in the building. You may also come directly to the student services office and file a report. All reports will be taken seriously, investigated, and acted on accordingly.

## **Chapter 102 Rules**

### **PROCEDURES FOR CHARGING AND INVESTIGATING INCIDENTS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

**102.1 Statement of intent and purpose.** It is the purpose and intent of these rules to create a uniform procedure for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees or their agents. The scope of this policy is limited to protecting children in prekindergarten and K–12 educational programs.

Main Level 1 Investigator – Adam Beckel, Assistant Principal (515-242-7585).

RAILS Level 1 Investigator – Jeff Hummel, Assistant Principal (515-242-8452).

### **SMOKE FREE ENVIRONMENT**

*Lincoln's building, parking, and grounds are smoke-free environments.*

The State Laws of Iowa prohibit smoking or possession of tobacco or tobacco products by minors under the age of 18. Smoking by any students in the school building, on school grounds, at school-sponsored activities including athletic events, surrounding Lincoln neighborhoods and streets is prohibited. Cigarettes, tobacco, or lighters are not to be carried into the school building or displayed in classrooms or at school activities by students regardless of age. Violations of this law may lead to a referral to the DMPD and may include school sanctions as well.



**VISITOR POLICY**

Adult visitors are welcome inside Lincoln High School. If you are expecting an adult visitor, advise them to sign in at the welcome desk located in the commons at main or the Main Office of RAILS. Guests are required to show a valid ID to gain access to the building. They will receive a visitor badge, which must be worn at all times while in the building and returned to the desk upon exiting the building. Non-Lincoln Students are not allowed to visit the building unless given prior administrative approval.

**DES MOINES PUBLIC SCHOOL BOARD POLICIES**

**HEALTHY KIDS ACT**

As the Iowa Legislature enacted “The Healthy Kids Act,” (requiring all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school), the law also requires that we monitor how students fulfill this requirement. Parent(s)/Guardian(s) are to fill out the form provided during registration (see below for the form example).

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

If you have any questions, contact Carlye Satterwhite PE Curriculum Coordinator or your Building Administrator.

School Activities that the student will be involved in during the current School Year:

Activity	Semester s	Activity	Semester s	Activity	Semester s
Baseball		Marching Band		Trapshootin g	
Basketball		Pom Squad		Volleyball	
Bowling		Show Choir		Wrestling	
Cheerleadin g		Soccer		Other:	
Cross Country		Softball			
Drill Team		Swimmin g			
Football		Tennis			
Golf		Track and Field			

Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that the student will be involved in during the 2013-14 school year, including description of the activities estimated time student participates per week: (E.g. I attend private dance lessons 2x/week for a total of 100 minutes, plus I walk two miles every day for another 150 minutes each week.)

Activity	Times	Hours	Total
	Per Week	Per Time	Per Week

Signature of Student\_\_\_\_\_

Date Signed:\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_ Date Signed:\_\_\_\_\_

Signature of Designee Tim Schott Date Signed:\_\_\_\_\_

Student Attendance Procedures

Attendance is the foundation for learning and achievement. If children do not show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into post-secondary opportunities. Excused and unexcused absences count toward a student’s total absence minutes.

Parents should make every attempt to notify the school in a timely manner when their child will be gone from school.

Teachers will take attendance within the first 20 minutes of class. High School and Middle School teachers will update attendance at the end of each class.

## **Excused Absences**

Excused absences are defined as:

- Medical appointment (notes are encouraged)
- Medical injury
- Illness excused by parent/guardian
- Illness excused by health care provider
- Other than medical/illness. Examples: a religious holiday; court; death or illness in immediate family; other as approved by school administrator, such as college visits, weather related incidents
- In-school suspension
- Out-of-school suspension

## **Unexcused Absences**

Unexcused absences are defined as all other absences. Examples include skipping school, babysitting, family vacations, gone without contact.

When a student reaches 10 days absent (excused and unexcused) during a school year, for any reason, a school may request, in writing, that a parent provide medical excusal documentation for further absences. Medical excusals may be provided by the school nurse or doctor's office. If the student continues to be absent without medical excusal, the absences will be considered unexcused. Schools must provide this request in writing using the 10 day letter.

## **Tardy to school/Early leave. Tardy to class**

High Schools-

- Students who arrive to class before the end of the period will be considered tardy.
- Students who have missed an entire class period will be considered absent for the entire period.
- Students who leave school before the last bell of the day will be considered absent for the time missed, the number of minutes will accumulate to an overall total minutes absent.

When a student is tardy to class, teachers will mark them tardy and in the comments section, enter the appropriate tardy code T1, T2 or T3.

- T1 = student arrives in the first 10 minutes of class
- T2 = the student arrives more than 10 minutes late and more than 30 minutes from the end of class
- T3 = student arrives in the last 30 minutes of class.

Schools will determine their response to tardies. Examples include loss of privileges, attendance contracts, detention, etc.

### **Excessive and Consecutive Absences**

Excessive absences are defined as five or more absences (excused and/or unexcused) in a semester. Building-based teams will review student attendance data on all students who have excessive absences and provide appropriate intervention as needed.

Consecutive absences are defined as full days in a row and are unexcused.

Schools will determine their response to absences. Examples include loss of privileges, attendance contracts, detention, etc.

Parents/Guardians will be formally notified of absences (including excused and unexcused) within each semester in the following manner:

<b>Protocol for Response to <u>Excessive</u> Absences per semester (High School)</b>	
Daily/unexcused	Automated Dialer calls AM or PM
5 days excessive /consecutive	Teacher will make contact with parents-phone call home/email/messenger
7 days excessive /consecutive	Tier 2 team will review for interventions
10 days excessive /consecutive	Schools will send out letters, at team's discretion upon review of attendance to indicate further action is required which may include: parent meeting request, required excusal by a health care provider, truancy court filing.

**Protocol for Notification of Consecutive Unexcused day absences (High School)**

Daily	Automated Dialer Am or Pm
7 days	JCSL phone call
8 days	JCSL phone call
9 days	JCSL phone call
10 days	JCSL phone call
11 days	Student will be dropped

### **Appeals**

Sanctions are subject to appeal upon request of the student or parent/guardian.

#### **1. Building Appeals Committee**

- a. Students or parents/guardians seeking to review a decision regarding truancy, absence, tardiness, or make-up work under this policy must file a written or oral request for appeal with the principal's office within four school days of receipt of notification of the violation or decision. The appeal request may include the reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.
- b. If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.
- c. The appeal may be heard by the Assistant Principal.
- d. Parents/guardians shall be informed of their right to address the appeal committee before any sanction is administered.
- e. The appeals committee will consider whether the student's conduct or absence should be excused under this policy. The committee will consider attendance history of the student, extenuating or other circumstances as documented in the student's records or in the written request for an appeal, educational alternatives to removal from class or school; and the total educational program for each individual student. The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day.

#### **2. Appeal to the Principal/Designee**

Students or parent(s)/guardian(s) may request review of the building appeals committee's decision regarding sanctions rendered under this absence rule. This may be done so by filing a written or oral request for review to the principal within five days after the committee's

decision. The principal will determine an agreeable time, place, and date for the review and notify the student and parent/guardian. At the conclusion of the review, the principal shall affirm, reverse, or modify the committee's decision.

**3. Appeal to the Superintendent/Designee**

Students or parent(s)/guardian(s) may request a review of a building principal's written decision under this policy by filing a written request for review with the superintendent within five days of the principal's decision. The superintendent or designee, in conjunction with the parent/guardian, will attempt to determine an agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse, or modify the principal's decision.

**4. Appeal to the Board of Directors**

Students or parent(s)/guardian(s) may appeal the superintendent's decision by filing a written request for review with the secretary of the Board of Directors within five days of the superintendent's decision. The secretary will set the time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the board may affirm, reverse, or modify the superintendent's decision.

**5. Appeal to the State Board of Education**

Students or parent(s)/guardian(s) may appeal the Board of Directors' decision by submitting an affidavit of appeal to the State Board of Education within 30 days after the decision of the Board of Directors.

## **EXTRACURRICULAR/CO-CURRICULAR STUDENT CODE OF CONDUCT**

### **Purpose**

Students in the Des Moines Public School District who are involved in extracurricular and co-curricular activities represent themselves and their school whether they are away from or at school. They must understand that they are expected to conduct themselves in a way that serves as an example to others that will favorably reflect on their school. Extracurricular and cocurricular activities are completely voluntary and are a privilege conditioned upon meeting both eligibility criteria and by demonstrating lawful and respectful conduct. Students are held to high expectations with regard to training rules established by individual activity coaches and the *Code of Conduct*. All athletics and extracurricular and co-curricular activities are covered by the *Code of Conduct*. This *Code of Conduct* does not prohibit a coach or sponsor from establishing his or her own rules for the respective sport or activity with which the student is to follow.

### **Violations**

Violations identified for inclusion in the *Code of Conduct* are identified below. All other violations will be covered by the school district discipline code, which may still include a suspension period. One reminder, the mere presence at an activity involving illegal activity constitutes a violation of the code, unless the student immediately leaves. A student will be deemed to have immediately left if he or she exited the location immediately upon becoming

aware that an illegal activity was occurring on the premises. Mere presence means that the activity is occurring in the same room as where the student is located. However, if the illegal activity is occurring in another room of the same premises where the student is located and the student is aware of the illegal activity and fails to leave, he or she will be deemed to be in violation of the *Code of Conduct*.

1. Possession/Consumption of alcohol, drugs or any controlled substances, or tobacco\* including vaping/electronic cigarette juuling
2. Intoxication/Under the influence of alcohol, drugs or any controlled substance
3. Delivery and/or sale of controlled substance
4. Mere presence at a location involving illegal activity
5. Assault
6. Robbery
7. Gang activity as defined in Iowa Code Chapter 723A
8. Arson
9. Theft
10. Weapons
11. Sexual harassment
12. Hazing
13. Committing and/or participating in any act that would be a violation of the law and grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s).

□ The following situations are exempted from the Code of Conduct: (1) activities related to religious events (i.e., drinking wine at communion); (2) activities identified in Iowa Code Section 123.47(3); and (3) consuming alcohol in a foreign country, territory, or area where such an activity is legal. However, if a student is traveling abroad through a school-sponsored trip or foreign exchange program, or is accompanied by school personnel as a chaperone(s) who is acting in his or her capacity as a DMPS employee, the provisions of the Code of Conduct are applicable and will be enforced.

### **When in Effect**

The *Code of Conduct* will be in effect during the entire calendar year including the regular school year as well as all vacation periods, weekends, and evenings. The *Code of Conduct* is in effect 365 days a year, 24 hours a day, seven days a week. The *Code of Conduct* is in effect at all times even if a student travels out of the city, state, or country.

### **Reporters**

Valid reporters of violations:

1. All reports and evidence from a reliable source will be investigated by the school administration. Reliable information may include but is not limited to witness statements, police reports, photographs, or information from social media.
2. Anonymous reports will not be considered.
3. Each school administration will determine the reliability of a reporting source and any evidence presented.

### **Penalty Details**

If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student normally participates. The student may generally be allowed to practice during the period of ineligibility, but shall not be allowed to compete in any interscholastic competition. Violations under the *Code of Conduct* are cumulative and shall run the duration of the student's high school career. In other words, if a student is in violation of the *Code of Conduct* as a 9<sup>th</sup>-grader and is found to be in violation during his or her 10<sup>th</sup>-grade year, the violation in the 10<sup>th</sup> grade will be deemed a second offense.

- Coaches/Directors and sponsors have the right to establish guidelines up to and including removal from the organization for individuals in violation of this code. Such guidelines shall be in writing and approved by the Activities Director.
- Students must continue to participate in the activity in which they have been suspended from for the length of the season. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities.
- Students found in violation of the Co-Curricular Activities Code of Conduct may not register for a new activity after the state mandated/district defined start date to avoid penalty at a later time from another activity.
- Students involved in multiple activities will serve their suspension concurrently. For instance, a student involved in Basketball and Show Choir will serve the suspension in both activities. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Code of Conduct.
- Self-Report Defined. An individual making a truthful report of a violation of the co-curricular code to a school administrator within 72 hours of the event taking place.
- Individuals participating in a school event after violating the co-curricular code but prior to making a self-report or administrative discovery will be suspended with no opportunity for a reduced suspension.
- Individuals with a first violation that earn a second violation prior to completing the suspension for the first violation will have both penalties added together and suspensions will be served back to back.
- Individuals that are academically ineligible will serve their suspension upon regaining their academic eligibility.



1. First Offense: The Student shall be suspended from participating in 1/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports\* may receive a reduced penalty of being suspended for the greater of either 10% of the season or one event as opposed to 1/3 of the season.
2. Second Offense: The Student shall be suspended from participating in 2/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports\* may receive a reduced penalty of being suspended for the greater of 15% of the season or half of the events as opposed to 2/3 of the season.
3. Third Offense: The Student shall be suspended from participating in any extracurricular or co-curricular activity season (including post season competition) for a period of one full calendar year (365 days) from the date of the violation. A student, who self-reports\* may receive a reduced penalty of being suspended for six months as opposed to one full calendar year.
4. Fourth Offense. The student shall be suspended from competition for the remainder of his/her high school career.

\* Self reports means that the student reports his/her involvement in an activity prohibited under the *Code of Conduct* to the school administration or coach/sponsor within 72 hours of when the activity occurred. If the student is unable to report and the parent reports the violation, the student may receive the reduced penalty.

### **Consistency**

Any penalty will travel with a student transferring in or out of District. It is the responsibility of the incoming school to deal with all violations at the school. Any violations will also transfer with a student moving into the Des Moines Public Schools.

### **Determination and Appeal Process**

The student who is charged with violating the *Code of Conduct* will be notified of the alleged violation and the information that supports the allegation. The student will be given an opportunity to respond. There does not need to be a delay between the time that notice of the allegation is given to the student and the student's opportunity to respond. The Activities Director shall review all evidence and circumstances relevant to the allegation and shall make a decision regarding the alleged violation of the *Code of Conduct*. In the event the Activities Director determines the student has violated the *Code of Conduct*, the Activities Director will determine the period of ineligibility pursuant to the Penalty Details as set forth in the preceding section.

In the event a student/parent seeks to appeal the decision of the Activities Director, the following appeal process shall apply:

The appeal must be in writing within five (5) school days from the date of the decision by the Activities Director.

The appeal must be made by the parent, guardian, or student.

The appeal must be made to the principal or designee.

The student will be allowed to practice during the appeal.

The student will not be allowed to participate in any contests or performances during the appeal.

The administrative decision on the appeal by the Activities Appeal Committee will be made within five (5) school days following receipt or such longer period of time as is reasonably necessary to complete the processing of the appeal.

The Activities Appeal Committee will consist of:

1. Principal or designee
2. One coach (not involved with student's activity)
3. One sponsor (not involved with student's activity)

A student charged with or who admits to an involvement in a criminal act not covered elsewhere in the Code may have his/her case brought up for review by the Activities Appeal Committee.

The decision of the appeal committee is final.

## CODE OF CONDUCT SIGNATURE PAGE

Please sign and return this page to the Activities Director's Office where it will be kept on file during the 20\_\_-20\_\_ school year.

I am aware of the Des Moines Independent Community School District's Code of Conduct.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Guardian name (please print)

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Parent/Guardian signature

**DMPS SECONDARY (6-12) STUDENT DISCIPLINE CODE & PROCEDURES**  
**(Updated 6/13/2016)**

**Philosophy for Discipline**

Discipline in the Des Moines Public Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

**Student Misconduct**

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, dean of students, vice principal, or principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

**General Discipline Guidelines for Assessing Penalties**

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate educational placement, or expulsion may include but are not limited to:
  - a. Seriousness of offense
  - b. Student's age and intent or lack of intent at the time the student engaged in the conduct.
  - c. Student's disciplinary history
  - d. Student's attitude
  - e. Potential effect of the misconduct on the school environment

- f. State law requirements for certain disciplinary consequences
  - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
  - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, DMPS transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or Level IV constitutes a finding that the student has engaged in serious misbehavior.

## **Definitions**

1. AEP (Alternate Educational Placement): Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion.
2. Expulsion: The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion will not exceed two academic semesters.
3. Persistent: More than one instance of similar type misconduct.
4. Possession: Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
5. Serious Offenses: Substantial disruption or material interference with the orderly process in the classroom or school building.

## **General Procedures for Resolving School Problems**

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with

the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the executive director and/or regional superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement or who wish to appeal an expulsion should refer to the section of the *Code* relating to procedures for appropriate guidance.

## **Rights and Responsibilities in Discipline**

### **Parents/Guardians**

#### **Have a responsibility to:**

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

#### **Have a right to:**

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

### **Students**

#### **Have a responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Do homework.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.

7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

**Have a right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

**Schools**

**Have a responsibility to:**

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer appropriate discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

**Have a right to:**

1. Take the necessary steps to ensure a safe, orderly, and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

**Levels of Offense/Overview**

Acts of misconduct are categorized into the following four levels of offense:

**Level I — Teacher Response:**

Offenses that generally occur in the classroom and can be corrected by the teacher.

**Level II — Administrator Assisted:**

Offenses that are more serious in nature or a continuance of Level I misconduct.

**Level III — Administrator Response:**

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level II misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

**Level IV — District Response:**

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the

school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

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

No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

**Harassment and Bullying Prohibited:** Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

**Harassment and Bullying Defined:** Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

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

Examples of prohibited behavior may include but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;

- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

**Sexual Harassment Defined:** The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include but is not limited to the following:
  - requests or pressure for sexual activity;
  - unwelcome touching;
  - other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
  - repeated remarks to or about a person with sexual or demeaning implications.

(Note: Any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures Manual Series 400, Code 407.)

**Complaint Procedures:** Any person alleging a violation of these procedures may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator. Series 400, Code 407 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

## DES MOINES PUBLIC SCHOOLS STUDENT GENDER IDENTITY

### Statement of Non-Discrimination

**Nondiscrimination:** It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, 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 processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Thomas Harper at 2323 Grand Avenue, Des Moines, IA 50312, (515) 242-7911, email [Thomas.harper@dmschools.org](mailto:Thomas.harper@dmschools.org) .

### **Definitions**

1. Gender identity: A person's gender-related identity, which may be the same as or different from the person's sex assigned at birth.
2. Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.
3. Sexual orientation: an individual's enduring pattern of physical, romantic, or other attraction to another person. Sexual orientation is not the same as gender identity.

### **Privacy**

In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student's records. Absent consent from the parent or adult student (18 years or older), information contained in a student's records, including information regarding a student's sex, sexual orientation, gender identity, or transgender status may only be disclosed under the limited circumstances set forth in FERPA.

Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student's gender identity.

### **Requesting Support**

The District recognizes that it is a highly personal decision for a student to determine whether they identify with a different gender than their sex assigned at birth. Students are encouraged to speak with a building administrator or guidance counselor if they need support or accommodations at school.

In some cases, transgender students may not want their parents to know about their transgender status. These situations must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The paramount consideration for school officials in such situations will be the health and safety of the student.

### **Student Names and Pronouns**

Every student is entitled to be addressed by the name and pronoun that correspond to the student's identity including gender identity that is consistently asserted at school. Students are not required to obtain parental consent or a court-ordered name or gender change as a prerequisite to being addressed by the name and pronoun that correspond to their gender identity. Teachers and school

staff should be made aware of and honor a student's request to be referred to by their preferred name and gender that correspond to their gender identity.

### **District-Maintained Records**

The District may be required to maintain certain records including the student's name and sex assigned at birth (including, but not limited to, the student's permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule.

Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act ("FERPA"), a parent or eligible student may ask to have the student's education records amended if they are inaccurate, misleading, or in violation of a student's privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students' records are amended.

Other than documents where the students name and sex assigned at birth are required to be listed, any reference to the student's name and gender should match the gender identity of the student.

Student "directory information," as defined by FERPA, is information that may generally be disclosed without prior consent from the parent or eligible student. Directory information is defined by District policy and families must receive notice each year of their rights under FERPA. Directory information shall not be used by the District in any way that intrudes on the privacy interests of students with respect to gender identity.

### **Restrooms and Locker Rooms**

Administrators should discuss options available to the student and parent(s), including the use of the restroom or locker room of the gender with which the student identifies. While open discussions about safety, comfort-levels, and other situations are helpful, the student should be allowed to use the facility that corresponds to the student's gender identity. Students, including but not limited to transgender students, who are uncomfortable using a restroom deemed available for more than one person or for a particular gender should be provided with a safe alternative, such as a single gender-neutral restroom. Transgender students will not be required to use a separate or single-use facility if they do not voluntarily wish to do so.

In locker rooms that involve undressing in front of others, any student who voluntarily wishes to have additional privacy, regardless of that student's sex or gender identity, will be provided with an accommodation that best meets the needs and privacy concerns of that student. These accommodations may include, but are not limited to:

1. Use of a private area in a larger room such as a bathroom stall in a multi user restroom, an area separated by a curtain, or a nurse's or PE instructor's office.
2. A separate changing schedule, before or after other students use the facility.

### **Extra-Curricular Activities and Interscholastic Sports**

The District encourages participation in District-sponsored activities for all students regardless of their gender identity. In general, student will participate in sex segregated interscholastic sports consistent with their gender identity. However, participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in activities and sports will be determined on a case-by-case basis by a team consisting of the appropriate Executive Director, Principal, and Activities Director of the school. If there is no Activities Director assigned to the school, the Executive Director shall choose one from another school within the District.

### **Physical Education/Gym Class**

Transgender students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the regularly scheduled class time. In general, students should be permitted to participate in gender-segregated recreational gym and physical education classes in accordance with their gender identity.

### **Student Dress**

Students are allowed to dress in clothing consistent with their gender identity, including at school-sponsored special events (e.g., Prom).

### **Notification**

Each building Principal or designee is responsible for ensuring that school staff and students are familiar with these guidelines

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to letters, e-mails, tapes, signs, and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation:** No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

**Corrective Action:** The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures, which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of these procedures.

**Notification:** Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's web site, and shall be published in any manner as deemed appropriate.

**Training:** The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of these procedures and education programs and shall make reports as required.

**Other Agencies:** Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Des Moines Human Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.

### **Anti-Hazing Procedure**

**Hazing Prohibited:** Certain forms of hazing are illegal and subject to criminal sanctions in the state of Iowa. All forms of hazing are prohibited by the District both on and off District property. Hazing is a practice that diminishes the integrity of individuals and their teams, activities, and organizations. Hazing has no place in our society, particularly in an educational environment. The District is committed to emphasizing that all teams, activities, and organizations be made safe, educational, and constructive. Therefore, in support of the District's commitment to the mental, emotional and physical well-being of every student, hazing in any form is prohibited, and its practices in any manner are condemned.

**Hazing Defined:** Hazing occurs when an action is taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.

Hazing includes, but is not limited to, any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body; any physical activity such as sleep deprivation, exposure to the elements or confinement in a particular space; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm; wearing of public apparel that is conspicuous or intended to embarrass or humiliate by drawing undue attention; or any activity that induces, causes, or requires a student to perform a duty or task that involves the

commission of a crime.

Hazing shall not include any activity or conduct that furthers the legitimate curricular or extracurricular goals in a manner that is appropriate and customary for similar school programs.

**Complaint Procedures:** Any person alleging a violation of this *Procedure* may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of hazing shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator.

The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator(s) will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes hazing.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation:** No person shall retaliate against a student or other person because the student or other person has filed a hazing complaint, assisted or participated in an investigation, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

**Corrective Action:** The District will take action to halt any hazing and will take other appropriate measures which may include for students disciplinary actions including but not limited to suspension from school, removal or suspension from participation in athletic events or extra-curricular activities, or referral to an appropriate law enforcement agency. Should a staff member participate in, or condone, or fail to take reasonable measures to halt hazing activity of which he or she is aware, or about which he or she should have known; disciplinary measures will be taken up to and including termination.

**Notification:** Notice of this procedure shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for student, parents, and staff, on the District's Web site, and shall be published in any such manner as deemed appropriate.

## **Levels of Student Misconduct and Intervention Options**

### **Level I**

#### **Teacher Response:** Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

#### **Level I Acts of Misconduct May Include but Are Not Limited to:**

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class
4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior** on a school bus or at a school bus stop
8. **Failure to protect or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class

#### **Intervention Options/Responses:**

- Verbal correction
- Teacher-student conference
- Parent contact: confirm actual contact has been made with parent either via phone call or in writing
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Restriction of school-bus privileges by the bus operator

#### **Procedures:**

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

## **Level II**

### **Administrator Assisted:**

Some infractions will result in a referral to an administrator or support staff within the school. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the principal or other appropriate administrator/support staff. The principal or appropriate administrator will forward report to the parent or guardian.

### **Level II Acts of Misconduct May Include but Are Not Limited to:**

1. **Repeated Level I violations**
2. **Leaving without permission** including classroom or school grounds
3. **Unexcused absences** including cutting class
4. **Smoking/Tobacco** — using, or possessing tobacco or tobacco products
5. **Forgery** — changing school records or documents or signing a parent's name on school documents
6. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
7. **Profanity**, vulgar language, or obscene gestures
8. **Inappropriate display of affection**
9. **Posting or distributing unauthorized materials** on school grounds
10. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
11. **Loitering** in unauthorized areas
12. **Use or operation of electronic communication systems** (i.e., cell phones, or any other type of electronic communication system) or iPods, Mp3 players, personal radios or personal music devices on school campuses or at functions during school hours with the final determination of the limits made at the individual campus level
13. **Cafeteria disturbance**
14. **Refusal to comply with a school's mandatory dress code policy**
15. **Major physical contact**
16. **Disruptive behavior** on a school bus or at a school bus stop
17. **Violation of the District's Acceptable Use policy**
18. **Sending or forwarding inappropriate e-mail**, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that results in a disruption to the educational environment
19. **Other acts interfering with the orderly educational process** in the classroom or the school

### **Intervention Options/Responses:**

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Removal of school transportation privileges
- “Behavior” or “conduct” contracts
- Suspension of transportation privileges
- Suspension for up to three school days per occurrence
- Revocation of within-District open enrollment status for the following school year
- Any other appropriate disciplinary actions determined by the administration

### **Procedures:**

1. Referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral is retained by the administrator.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

### **Level III: Administrator Response**

Level III acts include misconduct for which an administrator may suspend the student, place the student into in-school suspension, or any other disciplinary action deemed appropriate by the School Administrator or designee. The principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct.

### **Level III Acts of Misconduct May Include but Are Not Limited to:**

1. **Chronic or repeated Level I and/or Level II offenses**
2. **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
3. **Possession of matches or other flammable materials**
4. **Gambling**
5. **Stealing/theft** of property in an amount under \$500
6. **Truancy** including but not limited to repeated instances of cutting class 7.  
**Weapons/Ammunition possession** including but not limited to:
  - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut



- b. fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
  - c. live ammunition or bullets
  - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
  - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
8. **Persistent disruptive behavior** on a school bus
  9. **Interfering with school authorities**, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
  10. **Disruptive demonstration** that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
  11. **Harassment/Indecent exposure/unsolicited sexual proposal**. Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health such that it has the purpose or effect of substantially interfering with a student’s education by creating an intimidating, hostile or offensive educational environment.
  12. **Participation in an illegal organization** or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities, wearing dress or attire or possession of paraphernalia of such illegal organizations.
  13. **Intimidation, extortion or bullying**, which includes any communication toward a student including electronic, telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.
  14. **Hazing**, which includes any action taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.
  15. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
  16. **Continued violation of the District’s Acceptable Use Policy**.

17. **Possession or use of any prescription or nonprescription** drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.
18. **Possessing alcohol or a controlled substance or drug paraphernalia**
19. **Under the influence of alcohol or a controlled substance**
20. **Possession of inhalant.** Engaging in conduct that contains the elements of an offense relating to an amusable or volatile chemical or possession of inhalant paraphernalia.
21. **Burglary** of a DMPS facility or committing burglary on DMPS property.
22. **False report against a staff member** knowingly made and that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
23. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
24. **Making a “hit list,”** in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm.
25. **Retaliation against any school employee** such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person’s performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level IV.
26. **Felony conduct.** There are two instances of felony conduct for which a student must be referred to an AEP. The placement made in accordance with this section shall be for any period considered necessary on the basis of the circumstances and facts known; however, the student shall still receive a review of the placement after the time designated by the behavior improvement contract. The circumstances include:
  - a. Engaging in any conduct punishable as a felony while on campus, at a school-related function or activity.
  - b. While enrolled in DMPS and regardless of the location of the offense, receiving deferred judgment or a finding by a court or jury of delinquent conduct, or the reasonable belief of the principal that the student has committed one of the following felony crimes: murder; manslaughter; voluntary manslaughter; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; any degree of sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; terroristic threat; or tampering with a consumer product, regardless of where the offense occurs.
27. **Assisting (directly or indirectly) with the promotion of any prohibited behavior** under this *Discipline Code*.
28. **Other acts of serious misconduct** that disrupt the school environment in the classroom and/or school.

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or

participating in any school activities.

**Intervention Options/Responses:**

- Required administrator/student/parent conference
- Restitution or restoration, as applicable, for vandalism to property
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Placement of the student into in-school suspension
- Revocation of within-District open enrollment status for the following school year
- Suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year
- Referral for placement in Alternate Education Placement (AEP) (suspension not to exceed 10 school days)
- Referral for counseling services regarding substance abuse assessment
- Any other appropriate disciplinary actions determined by the administration

**Procedures:**

1. Referral to administrator.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Repeated violations shall result in a more severe response and/or referral to Level IV.
4. Administrator determines whether the student engaged in Level III misconduct that is serious in nature that warrants a referral for an AEP. If administrator determines that the student engaged in a serious offense then administrator contacts central office administration to start AEP referral process. When the student is recommended for an AEP, the parent shall be given a letter stating the reasons for the placement. In determining the length of the placement, the administrator shall consider such factors as seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct on the school environment, state law requirements for certain disciplinary consequences, and whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment.
5. Special Education students may not be placed in an alternate educational placement unless the IEP Committee determines that it is educationally appropriate and that the student has engaged in conduct for which referral to an alternate educational placement is authorized.
6. Administrative representatives from sending and receiving schools meet with parent or guardian to review AEP and student behavior improvement contract.
7. A Level III appeal may be made within five days in writing to the district office. Parent/Guardian will receive decision of district administration within three business

days of receiving the appeal. The decision of the district administration is final regarding Level III appeals.

8. District administration will review student progress with schools to determine student placement following completion of AEP. After assessing the student's progress, those in attendance may decide that the student (1) remain in the AEP; (2) be removed from the AEP and placed in a non-disciplinary alternate educational program to more appropriately address the student's needs; or (3) may return to the sending campus or the campus to which the student is presently zoned.

#### **Level IV: District Response**

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

Students receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

#### **Level IV Acts of Misconduct Include the Following Acts That May Result in Required Alternate Education Placement or Recommendation for Expulsion:**

1. **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.
2. **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. **Possession with intent to distribute.** Possession of a specified amount of a controlled substance as identified in Iowa Code Chapter 124. The District shall rely on the School

Resource Officers or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.

5. **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
6. **Assault** which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act.
7. **Assault of Staff Member resulting in bodily injury.**
8. **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.
9. **Habitual Disruptive Behavior.** Continued serious and persistent violations of Level III offenses.

### **Expulsion Procedures:**

1. Referral to administrator.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
3. The administrator determines misconduct.
4. Administrator determines whether the student engaged in Level IV misconduct that is serious in nature that warrants a recommendation for expulsion. If administrator determines that the student engaged in violation of a Level IV offense, then administrator contacts district administration and general counsel to start the expulsion referral process.
5. When a student is recommended for expulsion, the social worker from the school will be assigned to assist the student and his or her family throughout the expulsion process and will also be present at the expulsion hearing. The student and his or her parent/guardian will be notified of the time and place of the hearing and shall be given a packet of information at least 48 hours before the expulsion hearing that contains the supporting documentation as to why the administration is recommending the student be expelled.
6. A panel comprised of at least four members of the Board of Directors shall make the determination whether or not to expel a student from school. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
7. The panel of Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school.
8. At the hearing, an administrator will present the information to the Board that supports the administration's recommendation for expulsion.

9. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the district.
10. After the panel of the Board of Directors receives information on behalf of the district administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
11. The student and his or her family will be notified of the decision in a timely manner.
12. If the Board acts to deny the expulsion, the student will be placed in a school by district administration.
13. If the Board acts to expel, the student will be required to follow all recommendations of the expulsion.
14. At the conclusion of the expulsion period, district administration will ensure that the conditions of reinstatement have been met and determine appropriate school placement.
15. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education. The phone number is (515) 281-8661.

#### **Series 500, Code 520, Title: School Discipline, IV: Restraint and Physical Force**

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators and other staff are authorized to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the discipline policy.

Restraint should not cause serious or permanent harm. Intentional physical punishment of a student is specifically prohibited. Teachers, administrators and other staff are authorized to use reasonable force, however, in self-defense, defense of another, to quell a disturbance, to prevent an act that threatens harm, to compel compliance with the discipline policy or to remove a disruptive student. An employee of the Des Moines Independent Community School District shall not inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" is the intentional physical punishment of a student. "Corporal punishment" includes the use of unreasonable and unnecessary physical force, or physical contact made with the intent to harm or cause pain. August 7, 2001

### **STUDENT SEARCHES**

#### **Series 500; Code 519**

#### **Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces**

##### **I. Searches of a student or protected student area.**

A. A school official may search an individual student and a protected student area if:

1. 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, or any other reasonable expectation of student conduct, and

2. 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.

B. All searches of students or protected student areas must be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:

1. The nature of the violation for which the search is being instituted.
2. The age and gender of the student who may be searched, and
3. The objectives to be accomplished by the search.

C. 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.

## II. Inspections of lockers, school desks and other provided spaces.

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 students. Periodic Inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug/contraband sniffing animal

B. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a 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 not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

C. Students are permitted to park on school premises as a matter of privilege, not a right and parking provided as a courtesy to students. The interior of a student's automobile on the school premises may be searched without a search warrant if there is reasonable suspicion that a student has violated or is violating the law, or has illegal, unauthorized, or contraband items contained inside.

D. Each year when school begins, all district schools shall provide written notice to all students and the students' parents, guardians, or legal custodians, informing them 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 students without prior notice. An inspection under this policy shall either occur in the presence of the student whose locker is being inspected or in the presence of at least one other person.

## III. Prohibited Searches.

A. School officials shall not conduct a search which involves:

1. A strip search.
2. A body cavity search.
3. The use of a drug/contraband sniffing animal to search a student's body
4. The search of a student by a school official not of the same sex as the student.

#### IV. Definitions.

A. "Protected student area" includes, but is not limited to:

1. A student's body.
2. Clothing worn or carried by a student.
3. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, 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.

B. "School official" means licensed school employees, including but not limited to principals, assistant principals, grade level coordinators, teachers, counselors and social workers, and also means unlicensed school employees employed for security or supervision purposes such as campus monitors.

### **Parent Notice Regarding Corporal Punishment:**

#### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Definitions of Key terms used throughout this handbook.**

**AD** – Activities Director: Coordinator of all Lincoln Activities and Athletics

**GLC** – Grade Level Coordinator: Member of Student Services to assist with enforcement of discipline procedures and school rules.

**HOCD** – Harassment Order to Cease and Desist: An agreement signed by the student which states they will cease and desist behavior or concern as described in the order.

**MTSS** – Multi-Tiered System of Support



**OSS/ISS** – Out of School Suspension / In School Suspension

**Referral to a Parent:** may be done with parents' consent in lieu of a suspension

**ROD:** Rest of Day (This is not the same as suspension OSS)

**Signature Page:** Located at the end of the handbook for parents and students to sign, tear out, and return to the Lincoln Office.

## **Unexcused Absences** **(Resets Monthly)**



Once a student reaches a total of 10 classroom unexcused absences that student will be ineligible to attend or participate in extracurricular activities such as athletic events, dances, shows, or concerts. The absences will be reset at the beginning of each month. For team events attendance reports will be run on Fridays and enforced the following week. For solo events or spectator situations (such as dances), the policy will be enforced immediately.

### **Action Steps Taken:**

**1<sup>st</sup> Intervention:** Teacher conference with student

**2<sup>nd</sup> Intervention:** Teacher conference with student with parent contact

**3<sup>rd</sup> Intervention:** Counselor notification; confirmed parent contact

**4<sup>th</sup> Intervention:** Referral to MTSS team

**5<sup>th</sup> Intervention:** Referral to MTSS team with possible schedule change

**7+ Intervention:** Possible Tier 3 referral to other building or district services

***GO R.A.I.L.S.***



## Tardy Policy

“If you are not in the classroom when the bell rings, you are tardy.”

**T1 = student arrived within the first 10 minutes of class**

**T2 = student arrived 11 – 30 minutes late**

**T3 = student arrived 31 minutes or more late**

**Chart 1A**

Main = M, T, Th, F (For RAILS Academy see Chart 1B)				Wednesdays only (Same for RAILS Academy)			
Block	T1	T2	T3	Block	T1	T2	T3
1/5	8:25-8:35	8:36-9:05	9:06-9:50	1/5	8:25-8:35	8:36-9:05	9:06-9:35
2/6	9:55-10:05	10:06-10:35	10:36-11:15	2/6	9:40-9:50	9:51-10:20	10:21-10:45
RAILS	NA	NA	NA	RAILS	NA	NA	NA
3/7A	12:00-12:10	12:16-12:45	12:46-1:20	3/7	11:25-11:35	11:36-12:05	12:06-12:30
3/7B	12:35-12:45	12:46-1:15	1:16-1:55	4/8	12:35-12:45	12:46-1:14	1:15-1:40
4/8	2:00-2:10	2:11-2:40	2:41-3:25	Lunch	NA	NA	NA

**Chart 1B**

Main = M, T, Th, F (For RAILS Academy see Chart 1B)			
Block	T1	T2	T3
1/5	8:25-8:35	8:36-9:05	9:06-9:50
2/6	9:55-10:05	10:06-10:35	10:36-11:15
RAILS	NA	NA	NA
3/7 1 <sup>st</sup> lunch Class Time	12:35-12:45	12:46-1:15	1:16-1:55
3/7 B split lunch class time	12:00-12:10	12:11-12:40	NA
3/7 B split lunch class time	NA	NA	1:22 – 1:55 T3 only if absent before lunch
3/7 3 <sup>rd</sup> lunch class time	12:00-12:10	12:11-12:40	12:41-1:20
4/8	2:00-2:10	2:11-2:40	2:41-3:25

**T1 = 1 point**

**T2 = 2 points**

**T3 = 3 points**

Once a student has earned 15 tardy points, the student becomes ineligible for the rest of the semester **UNLESS** they utilize the Buyback Merit Option. Ineligible students will not be able to attend or participate in extracurricular activities such as athletic events, dances, shows or concerts and club performances.

### Merit Buyback Menu

Detention time served 10 minutes =

1 merit

Wednesday lunch cleanup =

1 merit Community service (prior approval needed)

As arranged with GLC

Time working with teacher(s) after school

10 minutes = 1 merit

GLC Tardy/Attendance Contract

As arranged with GLC

## **Electronic Devices**

(Resets at semester)



**1<sup>st</sup> TIME:** Confiscated by teacher;  
Student can pick up  
electronic device at the end of the day from Student  
Services office at main or main office in RAILS.

**2<sup>nd</sup> TIME:** Confiscated by teacher; Student can pick up  
electronic device at the end of the day from Student  
Services office at main or main office at RAILS.

**3<sup>rd</sup> TIME:** Confiscated by teacher; PARENT can pick up  
electronic device at the end of the day from Student  
Services office at main or main office at RAILS.

**4<sup>th</sup> TIME+:** Confiscated by teacher; PARENT can pick  
up electronic device at the end of the day from  
student's administrator, Student behavior contract.

***GO R.A.I.L.S.***

# Dress Code

Ask yourself – “Does what I’m wearing communicate Respect for myself and the Learning environment?”

- Shorts or skirts higher than the ends of your knuckles when your arms are at your side with fingers curled into a fist
- Strapless tops or dresses
- No sunglasses or masks covering the face
- Midsections exposed when in normal posture
- Underwear exposed: Clarification – if a student is wearing shorts under jeans or sweats, they will be considered underwear and will be asked to cover the underclothes or wear just the shorts. This includes no showing of a bra or bra straps.
- Head gear: hats, hoods, and bandanas, except when worn for religious or medical purpose, which will require verification from religious leader or doctor order.
- Pictures of weapons, alcohol, drugs or other substances deemed illegal or inappropriate at school. This includes attire which is considered gang affiliated.
- Profanity or offensive material, words, phrases or graphics which contain inappropriate and/or suggestive material.
- All footwear must be appropriate for the school environment. (*house shoes and slippers are not appropriate*)



**1<sup>st</sup> - 3<sup>rd</sup> Offenses:** Student referred to student services at main or office at RAILS; option to change clothes or involve parent.

**4<sup>th</sup> + Offense:** Level II referral to appropriate grade level coordinator.

# GO R.A.I.L.S.

# HALL PASS 1<sup>ST</sup> SEMESTER

[illegible]

# HALL PASS 2<sup>ND</sup> SEMESTER

[illegible]





# **GO RAILS!**

**R** *Respect and Responsibility*

**A** *Attitude and Achievement*

**I** *Integrity*

**L** *Life Long Learning*

**S** *Service and Safety*